Delegates' Handbook

Sixty-ninth session of the General Assembly
of the United Nations

Opening and closing date of the sixty-ninth session of the General Assembly

Tuesday, 16 September 2014 at 3 p.m. to Monday, 14 September 2015

General debate of the sixty-ninth session of the General Assembly[1]

Wednesday, 24 September to Friday, 26 September and
Monday, 29 September to Tuesday, 7 October 2014

HIGH-LEVEL MEETINGS

High-level meeting, to be known as the World Conference on Indigenous Peoples[2]

Monday, 22 September 2014 and 23 September 2014 in the afternoon

Special session of the General Assembly on the follow-up to the Programme of Action of the International Conference on Population and Development beyond 2014[3]

Monday, 22 September 2014; 1 to 9 p.m.

Secretary-General's Climate Summit 2014

Tuesday, 23 September 2014

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[1] A/INF/69/4.

[2] General Assembly resolution 66/296.

[3] General Assembly resolutions 65/234 and 67/250.

FREQUENTLY ASKED QUESTIONS

1. **How do I contact the President of the sixty-ninth session of the General Assembly?**

   His Excellency, Honourable Sam K. Kutesa (Uganda)

   Telephone: 212-963-7555
   Fax: 212-963-3301

   Room CB-0246 (see page 17).

2. **How many copies of statements are needed for distribution in the General Assembly Hall? Where and when do I deliver them?**

   A minimum of 30 copies of the text of statements to be delivered at the high-level meetings and the general debate should be submitted in advance to the Conference Officers; failing this, delegations are urged to provide 10 copies for the interpreters before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, the specialized agencies, interpreters, verbatim reporters and press officers, 350 copies are required. Delegations that wish to circulate their statements electronically through the e-services portal offered by the Secretariat may send their statement at least two hours in advance to an e-mail address to be announced in the *Journal of the United Nations* or present a copy of the statement for scanning and uploading to the portal.

   Given the security arrangements in place for the high-level meetings and the general debate, texts of statements should be delivered to the receiving area located at the rear of the General Assembly Hall between the hours of 8 a.m. and 9 a.m. by a delegation representative in possession of a valid United Nations grounds pass (see page 40).

3. **Can documents or other materials relevant to the meetings be made available in the General Assembly Hall for the meeting?**

   Only United Nations documents and statements of speakers can be distributed in the Hall before or during a meeting. Any other pertinent materials can be made available in the General Assembly Hall upon authorization by the Chief of the General Assembly Affairs Branch (ext. 3.2336 in room S-3051 or ext. 3.9110 in GA-200).

4. What is the procedure for tabling a draft resolution/decision?[1]

- The electronic version accompanied by a hard copy containing the final text of a draft resolution/decision must be submitted by an accredited delegate of a Mission and signed in the presence of the General Assembly Affairs Branch staff member responsible for processing draft resolutions/decisions.
- The submitting delegation provides a list of co-sponsors if any.
- If the new draft resolution/decision is based on a previous one, the old text may be downloaded from the United Nations Official Document System (ODS) at http://ods.un.org, and necessary changes made, i.e. new text in bold and unwanted text clearly marked for deletion.
- Sponsors are strongly encouraged to submit draft resolutions/ decisions in electronic format by e-mail. However, procedures established by the General Assembly and the Main Committees may vary. Please contact the Secretary of the respective Main Committee regarding a particular submission procedure (see pages 22-30).

5. How can a Member State co-sponsor a draft resolution/decision?

Member States wishing to co-sponsor a particular draft resolution/decision *must* sign the co-sponsorship form with: (a) the Member State coordinating the draft resolution; or (b) the staff member of the General Assembly Affairs Branch responsible for draft resolutions/decisions in the General Assembly Hall during plenary meetings or at other times in room S-3053.

Co-sponsorship cannot be done through any kind of correspondence, e-mail, etc.

Note that co-sponsorship cannot be accepted after the adoption of the draft resolution.

6. Where can I get a blank copy of the co-sponsorship form?

A blank copy of the co-sponsorship form can be obtained from the offices of the General Assembly Affairs Branch, room S-3053, or in the General Assembly Hall during plenary meetings.

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[1] A guideline with tips for submission of draft resolutions in the General Assembly is available online at http://www.un.org/en/ga/guidelines_submission_draft_reso.pdf.

7. What is the procedure to reflect in the verbatim records (PV) how a Member State intended to vote on a draft resolution/decision?

A member of the delegation can fill out a form provided by the General Assembly Affairs Branch and a footnote will be added to the PV record of the meeting.

8. Where can I get a copy of the voting record on the resolution/ decision adopted?

Voting records are distributed to all Member States in the General Assembly Hall immediately after the adoption. Copies can also be obtained from the General Assembly Affairs Branch in room S-3053. The voting record is also available online using the relevant resolution number (entered, for example, as A/RES/64/148) at http://www.un.org/en/ga/documents/voting.asp.

9. Where can I get a copy of the resolution/decision adopted?

A few weeks after adoption, resolutions are published in the A/RES/ series of documents. Until then, the text is contained in the "L" document, on the ODS or in the report of the relevant Committee and on the website of the General Assembly (www.un.org/ga) (see page 41). Texts of resolutions and decisions are published as supplement No. 49 to the official records of the session in three volumes (e.g. A/65/49 (vol. I) to (vol. III)). Generally, volumes I and II contain resolutions and decisions adopted during the main part of the session, respectively, and volume III contains resolutions and decisions adopted during the resumed part.

10. Where can I find the list of candidates for General Assembly elections?

The list of candidates is available for delegations on the CandiWeb (https://eroom.un.org/eRoom). To access the CandiWeb, please send an e-mail to missions-support@un.int or fax to 212-963-0952. For queries on plenary elections, please contact Ms. Mary Muturi at: 212-963-2337 or 212-963-5522, fax: 212-963-3783 or muturi@un.org.

11. What is the procedure for requesting the inclusion of an item in the agenda?

A request for the inclusion of an item in the agenda should be addressed to the Secretary-General and, if possible, with copies to the General Assembly Affairs Branch. A request for inclusion of an item in the provisional agenda of a forthcoming regular session, in accordance with rule 13 of the rules of procedure, should be made at least 60 days before the opening of the session. A request for inclusion of a supplementary item in the agenda, in accordance with rule 14 of the rules of procedure, should be made at least 30 days before the opening of the session. In accordance with rule 20 of the rules of procedure, any items proposed for inclusion in the agenda must be accompanied by an explanatory memorandum and, if possible, by basic documents or a draft resolution.

12. How can I find out the programme of work of the General Assembly and the respective Main Committees?

The draft calendar of the programme of work of the plenary is issued in July, covering September to December. The calendar is updated in late September, during the general debate under an INF document symbol (A/INF/69/3). You may contact the Secretary of the respective Main Committee for the programme of work (see pages 22-30). The secretaries' names, office locations and telephone numbers are available in document A/INF/69/2.

13. How do I request the granting of observer status?

The General Assembly, by its decision 49/426, decided that the granting of observer status should "in the future be confined to States and to those intergovernmental organizations whose activities cover matters of interest to the Assembly". The request for the granting of observer status needs to emanate from a Member State, or Member States, in the form of a letter to the Secretary-General containing a request for the inclusion of an item in the agenda of the General Assembly. Taking into account the requirement for the item to be considered in the Sixth Committee (resolution 54/195), which meets during the main part of the session between September and December, such requests are normally submitted in time for inclusion in the provisional agenda of the forthcoming session, or the

supplementary list thereto. The list of the observers can be found in document A/INF/[current session]/5, e.g. A/INF/69/5.

14. How do I request a videotape of my Head of State's statement in the General Assembly Hall? Photographs?

For videotaping, delegations may request one NTSC DVD of each statement free of charge. Digital files formats such as MPEG2 and MPEG4 (H.264) are also available on demand and can be downloaded online. Additional copies of NTSC DVDs, any videotape formats or any other special requests are subject to a charge. Videotapes may be available through an external service provider on a case-by-case basis. Therefore, we strongly recommend placing your order for tape formats as early as possible to avoid any delays. Any charges from the external service provider will be borne by the client. All requests are handled in the order in which they are received. To request a videotape of a statement, contact: United Nations Audiovisual Library (room NL-2058L, telephone: 212-963-0656 or 212-963-1561; fax: 3.4501; e-mail video-library@un.org). Live television feeds will be available through commercial carriers. For information, contact United Nations Television (telephone: 212-963-7650; fax: 212-963-3860; e-mail redi@un.org).

For photographs, photographs in digital format (jpg) will be available for download free of charge on the United Nations photo website (www.un.org/av/photo). Photo enquiries and requests should be addressed to the United Nations Photo Library, room S-1047 (telephone: 212-963-6927; e-mail photolibr@un.org) (see page 59).

Delegates' Handbook

Delegates' Handbook

Sixty-ninth session of the
General Assembly of the United Nations

United Nations
New York, September 2014-September 2015

Note

This booklet contains information of a general nature about United Nations Headquarters and is applicable throughout the sixty-ninth session. Changes or suggestions to the booklet should be addressed to the General Assembly Affairs Branch, room S-3048, ext.: 3.2337, fax: 212-963-3783. This booklet is also available on the Internet at the United Nations Delegates website (http://www.un.int/pm/delegates-handbook) as well as the General Assembly website under Resources (www.un.org/ga/) (http://www.un.org/en/ga).

ST/CS/64
September 2014-September 2015

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I. General information

United Nations Headquarters occupies an 18-acre tract of land on Manhattan Island. The site is bounded on the south by 42nd Street, on the north by 48th Street, on the west by what was formerly a part of First Avenue and is now known as United Nations Plaza, and on the east by the East River and Franklin D. Roosevelt Drive. The site is owned by the United Nations and is international territory.

The Headquarters, which is still undergoing renovation, comprises six main structures that are all interconnected: the General Assembly Building, which is scheduled to reopen after renovation for the start of the sixty-ninth session, where the plenary hall, conference rooms 4, 5, 6, 7, 8, 11,12 and E, as well as additional offices of the Secretary-General and the President of the General Assembly are located; the North Lawn Building, which is a temporary structure; the Library Building; the South Annex Building, housing the Main Cafeteria; the long, low Conference Building parallel to the river, where the Economic and Social Council (ECOSOC), Security Council and Trusteeship Chambers are located on the second floor and conference rooms 1, 2, 3, 9, 10, A, B, C and D are located on the first basement level; and the 39-storey Secretariat Building, where press conferences are held on the second floor. All conference rooms and council chambers in the Conference Building and the plenary hall and other conference rooms in the General Assembly Building may be reached from the Delegates' Entrance close to 48th Street. There is also an entrance close to the Library and South Annex Building near 43rd Street.

Several buildings adjacent to the Headquarters house United Nations offices, including:

- DC1, One UN Plaza, 787 First Avenue
- DC2, Two UN Plaza, 323 East 44th Street
- FF Building, 304 East 45th Street
- Albano Building, 305 East 46th Street
- Alcoa Building, 866 UN Plaza
- Innovation Building, 300 East 42nd Street
- Daily News Building, 220 East 42nd Street
- Falchi Building, 31-00 47th Avenue, Long Island City, Queens
- Court Square (UNFCU), 24-01 44th Road, Long Island City, Queens
- UNITAR Building, 801 UN Plaza
- Library Building, 1st Avenue and 42nd Street
- South Annex, 1st Avenue and 42nd Street
- North Lawn Building

Delegates who wish to locate departments or offices are advised to check with the Information Unit (ext. 3.7111).

To call from outside the United Nations, the extension prefix "3" should be replaced by "212-963" and the prefix "7" by "917-367".

Entrance

Pedestrian: The entrance for delegations to the plenary hall is located at First Avenue and 48th Street.

Cars: Cars require United Nations diplomatic licence plates ("D" plates) as well as an identification decal for the sixty-ninth session of the General Assembly, in order to enter and to park at United Nations Headquarters. (For more information, please see Parking on page 86)

United Nations building passes and admission to meetings

1. Accreditation for members of official delegations

Passes for members of official delegations to regular and special sessions of the General Assembly and all other calendar meetings at Headquarters are authorized by the Protocol and Liaison Service (Tel: 212-963-7181) and processed by the Pass and Identification Unit, located at First Avenue and 45th Street. Requests for accreditation for members of delegations to temporary meetings may be processed through the new online accreditation system "eAccreditation" at https://eaccreditation.un.int. Guidelines on "eAccreditation", as well as a "Frequently asked questions", can be found on the Protocol and Liaison Service website (www.un.int/protocol).

Accreditation for official delegations of intergovernmental organizations (accredited to the United Nations as observers) that do not have offices in New York can follow the procedure specified in the "Accreditation Guidelines for intergovernmental organizations away from New York" posted on the above Protocol website.

Types of passes[1]

1. VIP pass without photo issued from Protocol Office for Heads of State/Government, Vice-Presidents, Crown Princes/Princesses and spouses.

[1] Passes for returning delegates whose photographs are already in the electronic system of the Pass and ID Unit may be picked up by a member of the Mission with proper identification. Spouses will be issued the same type of passes as the principals. Delegates who have photographs in the system that are older than five years are required to have their photographs retaken at the Pass and ID Unit.

2. VIP pass with photo issued from Protocol Office for Deputy Prime Ministers, Cabinet Ministers and spouses.
3. Gold pass for heads of delegations processed at the Pass Office.
4. Blue pass for all delegates processed at the Pass Office.
5. Protocol pass with photo issued from Protocol Office.[2]

Protocol requirements for issuance of passes

For VIP passes and delegate passes (gold and blue)

Requests for the following categories may be processed via the new online system by logging onto the "eAccreditation website" at https://eaccreditation.un.int, completing an online accreditation form and submitting it to the Protocol and Liaison Service:

(a) Heads of State/Government, Vice-Presidents, Crown Princes/Princesses and spouses (no photo required);

(b) Deputy Prime Ministers and Cabinet Ministers and spouses (colour photo in jpeg format is required);

(c) Members of official delegations.

All requests must be submitted *at least two working days* in advance for proper accreditation and issuance of passes. Additional working days are anticipated prior to and during the general debates and other high-level meetings.

For category (a) and (b) visits, a letter from the Permanent Mission indicating names, titles, duration of stay and purpose of visit should be sent to the Chief of

[2] Issuance of Protocol passes will be curtailed for the duration of the general debate except under very special circumstances. Protocol passes are not issued for calendar meetings or for tours at Headquarters.

Protocol before or immediately after the online submission of pass requests.

For Protocol passes

1. Letter of request for pass addressed to the Chief of Protocol and signed by the Permanent Representative or the Chargé d'affaires, a.i., indicating names, functional titles, affiliations, reason for visit and duration of stay.
2. E-mail colour photo in jpeg format to protocolphoto@un.org.
3. Requests for Protocol pass will not be processed via "eAccreditation".

2. *Accreditation for media correspondents*

Accreditation for media correspondents with the written and online press, film, television, photo, radio and other media organizations is the responsibility of the *Media Accreditation and Liaison Unit of the News and Media Division/Department of Public Information (DPI) (room S-0250), extension 3.6934* (see page 50). For Press Accreditation requirements, please refer to: www.un.org/media/accreditation.

3. *Accreditation for non-governmental organizations*

(a) Grounds passes to designated representatives of non-governmental organizations in consultative status with the Economic and Social Council are issued through the *Non-Governmental Organizations Branch of the Department of Economic and Social Affairs (room DC1-1480, ext. 3.3192)*;

(b) Grounds passes to designated representatives of non-governmental organizations (NGOs) associated with DPI are issued on an annual basis through the *NGO Relations Section, DPI (DPI/NGO Resource Centre, 801 UN Plaza, second floor, room: U-02, ext. 3.7234, 3.7232, 3.7078 and 3.7233).*

Department of Safety and Security

The United Nations Security and Safety Service operates on a 24-hour basis.

	Ext.	Fax	Room
Under-Secretary-General for Safety and Security			
Mr. Peter T. Drennan	7.3158	7.1987	S-0809
Chief of Security and Safety Service			
Mr. David J. Bongi	7.9520	3.6850	CB-0107
Central Support Unit	3.1852		GA-2B-555

The Central Support Unit (CSU) located in the second basement of the GA Building (GA-2B-555) operates on a 24-hour basis and can be contacted at 212-963-1852. The CSU will handle questions concerning lost and found items and all in-person enquiries.

Security Operations Centre (SOC)

The Security Operations Centre operates on a 24-hour basis and can be contacted at 212-963-6666 for all access requests or any general enquiries. The SOC is staffed with Security and Fire Safety personnel. For fire or medical emergencies, contact 212-963-5555.

In addition to providing security and safety on a 24-hour basis at Headquarters, the Security and Safety Service will also:

(a) Issue grounds passes, which members of delegation may obtain from the *Pass and ID Office, located on the first floor of the UNITAR Building, 45th Street and First Avenue (First Avenue entrance) from 9 a.m. to 4 p.m.*, after

being authorized by the Protocol and Liaison Service;

(b) Receive official telephone calls, telegrams and cables requiring follow-up action after normal working hours.

Information (telephones and desk locations)

The Information Unit (ext. 3.7113) will advise on:

(a) The location and telephone numbers of delegations;

(b) The office or official to be contacted for technical or substantive queries;

(c) The location and telephone extensions of services, information media and United Nations clubs.

For information concerning the location and telephone numbers of Secretariat members, dial "0". (For further information regarding the telephone system of various offices in the United Nations, please see page 33.)

Visitors' Information Desk

The Visitors' Information Desk will be relocated to the lobby of the UNITAR Building from Monday, 22 September 2014 to 1 October 2014 and will be operational from 9 a.m. to 5.30 p.m. Any IDs left at the Visitors' Information Desk after the close of business can be collected from the Central Support Unit, located in the second basement of the Conference Building (GA-2B-555).

- *General Assembly Building*
  Public lobby
  Ext.: 3.7758
- *Delegates' Entrance*
  Ext.: 3.8902

- *North Lawn Delegates' Lounge*
  NL-01026
  Ext.: 3.8902
- *DC1 Building*
  Office lobby
  Ext.: 3.8998
- *DC2 Building*
  Office lobby
  Ext.: 3.4990
- *UNICEF House*
  Office lobby
  Tel.: 212-326-7524

Bulletin boards displaying the programme of meetings are located on the first floor of the Conference Building (Delegates' Entrance) and in the North Lawn Building.

Medical Services

The United Nations Medical Services provides emergency medical assistance to delegates and members of diplomatic missions to the United Nations.

The primary walk-in clinic is located in the main Secretariat Building, fifth floor (telephone 212-963-7080) and is open from 8.30 a.m. to 5 p.m. on weekdays. Two satellite clinics also provide support and are located in:

- *DC1 Building*
  Weekdays 9 a.m. to 5 p.m.
  Room: DC1-1190
  Tel.: 212-963-8990
- *UNICEF House*
  Weekdays 9 a.m. to 5 p.m.
  Room: H-0545
  Tel.: 212-326-7541

During the sixty-ninth General Assembly, an immediate medical response capability will operate from the General Assembly Building during the high-

level meetings. For meetings in the Conference Building, immediate response will be provided from the main Medical Services clinic in the Secretariat Building. Additional support will also be provided by on-site New York City ambulance and staff.

In the event of an emergency, contact the Security Control Centre at extension 3-6666 or telephone 212-963-6666. They will coordinate with Medical Services, the UN Fire and Safety Unit and local emergency responders (911) as appropriate.

Protocol and Liaison Service

The Protocol and Liaison Service is part of the Department for General Assembly and Conference Management (DGACM).

	Ext.	Room
Chief of Protocol		
Mr. YOON Yeocheol	3.7171	S-0207
Deputy Chief of Protocol		
Ms. Nicole Bresson-Ondieki	7.4320	S-0211

A. Deputy Chief of Protocol

Ms. Marybeth Curran
Protocol and Liaison Officer (August to October 2014)

Australia	Czech Republic	Japan
Bahrain	Denmark	Jordan
Bangladesh	Estonia	Kenya
Bhutan	Finland	Latvia
Bosnia and Herzegovina	Ghana	Liberia
	Hungary	Malawi
Brunei Darussalam	Indonesia	Mozambique
Canada	Iraq	Namibia
China	Ireland	Nepal
Comoros	Jamaica	Netherlands

Nigeria
Norway
Oman
Portugal
Qatar
Republic of Korea
Saudi Arabia
Senegal
Seychelles
Sierra Leone
Somalia
South Africa
Sri Lanka
Sudan
Swaziland
Sweden
Trinidad and Tobago
United Kingdom of Great Britain and Northern Ireland
United States of America

Observers

State of Palestine
African, Caribbean and Pacific Group of States
Association of Southeast Asian Nations
Common Fund for Commodities
Community of Portuguese-speaking Countries
Conference on Interaction and Confidence-building Measures in Asia
Cooperation Council for the Arab States of the Gulf
Energy Charter Conference
European Organization for Nuclear Research
Hague Conference on Private International Law
Indian Ocean Commission
Intergovernmental Authority on Development
International Centre for Migration Policy Development
International Conference on the Great Lakes Region of Africa
International Hydrographic Organization
International Organization for Migration
International Renewable Energy Agency
International Union for the Conservation of Nature
League of Arab States
Organization for Economic Cooperation and Development
Organization of Islamic Cooperation
Pacific Islands Forum
Partners in Population and Development

B. Protocol and Liaison Officers

	Ext.	Room
1. *Ms. Pilar Fuentes*	3.0720	S-0206

Algeria
Argentina
Belgium
Benin
Bolivia (Plurinational State of)
Botswana
Brazil
Burkina Faso
Cambodia
Chile
Colombia
Congo
Costa Rica
Cuba
Cyprus
Dominican Republic
Ecuador
Egypt
El Salvador
Equatorial Guinea
France
Germany
Guatemala
Guinea
Honduras
Israel
Italy
Kuwait
Lesotho
Liechtenstein
Madagascar
Malaysia
Mali
Malta
Mexico
Morocco
Nicaragua
Panama
Paraguay
Peru
Philippines
San Marino
Singapore
Spain
Switzerland
Tunisia
United Arab Emirates
United Republic of Tanzania
Uruguay
Venezuela (Bolivarian Republic of)

Observers

African Union
Agency for the Prohibition of Nuclear Weapons in Latin America and the Caribbean
Andean Community
Andean Development Corporation
Association of Caribbean States
Caribbean Community
Central American Integration System
Council of Europe
European Union
Ibero-American Conference
Inter-American Development Bank
International Committee of the Red Cross
International Criminal Court
International Development Law Organization

International Federation of Red Cross and Red Crescent Societies
International Organization of la Francophonie
Latin American Economic System
Latin American Integration Association
Latin American Parliament
Organization of American States
Organization of Eastern Caribbean States
Union of South American Nations
University for Peace

	Ext.	Room
2. *Mr. Fariz Mirsalayev*	3.7171	S-0205

Andorra
Azerbaijan
Bahamas
Belarus
Bulgaria
Democratic People's Republic of Korea
Eritrea
Ethiopia
Georgia
Iceland
Iran (Islamic Republic of)
Kazakhstan
Kiribati
Kyrgyzstan
Lao People's Democratic Republic
Libya
Lithuania
Luxembourg
Mauritius
Micronesia (Federal States of)
Mongolia
Montenegro
Nauru
Palau
Poland
Republic of Moldova
Romania
Russian Federation
Saint Kitts and Nevis
Saint Lucia
Samoa
Sao Tome and Principe
Serbia
Slovakia
Slovenia
Tajikistan
The former Yugoslav Republic of Macedonia
Timor-Leste
Tonga
Turkey
Turkmenistan
Tuvalu
Uganda
Ukraine
Uzbekistan
Viet Nam
Yemen
Zambia

Observers

Holy See
Asian Development Bank
Black Sea Economic Cooperation Organization
Central European Initiative
Collective Security Treaty Organization

Commonwealth of Independent States
Economic Cooperation Organization
Eurasian Development Bank
Eurasian Economic Community
Global Green Growth Institute
Inter-American Development Bank
International Anti-Corruption Academy
International Fund for Saving the Aral Sea
International Institute for Democracy and Electoral Assistance
International Institute for the Unification of Private Law
Islamic Development Bank Group
OPEC Fund for International Development
Organization for Democracy and Economic Development — GUAM
South Asian Association for Regional Cooperation
Sovereign Military Order of Malta
West African Economic and Monetary Union
World Customs Organization

	Ext.	Room
3. *Mr. Jean-Marc Koumoué*	3.7178	S-0204

Afghanistan
Albania
Angola
Antigua and Barbuda
Armenia
Austria
Barbados
Belize
Burundi
Cabo Verde
Cameroon
Central African Republic
Chad
Côte d'Ivoire
Croatia
Democratic Republic of the Congo
Djibouti
Dominica
Fiji
Gabon
Gambia
Greece
Grenada
Guinea-Bissau
Guyana
Haiti
India
Lebanon
Maldives
Marshall Islands
Mauritania
Monaco
Myanmar
New Zealand
Niger
Pakistan
Papua New Guinea
Rwanda
Saint Vincent and the Grenadines
Solomon Islands
South Sudan
Suriname
Syrian Arab Republic
Thailand
Togo
Vanuatu
Zimbabwe

Observers

African Development Bank
Asian-African Legal Consultative Organization
Commonwealth
Community of Sahelo-Saharan States
East African Community
Economic Community of Central African States
Economic Community of West African States
Global Fund to Fight AIDS, Tuberculosis and Malaria
International Criminal Police Organization (INTERPOL)
International Humanitarian Fact-Finding Commission
International Olympic Committee
International Seabed Authority
International Tribunal for the Law of the Sea
Inter-Parliamentary Union
Italian-Latin American Institute
Organization for Security and Cooperation in Europe
Pan African Intergovernmental Agency for Water and Sanitation for Africa
Parliamentary Assembly of the Mediterranean
Permanent Court of Arbitration
Regional Centre on Small Arms and Light Weapons in the Great Lakes Region, the Horn of Africa and Bordering States
Shanghai Cooperation Organization
South Centre
Southern African Development Community

Credentials

Credentials are required for representatives of Member States of the General Assembly, the Security Council and the Economic and Social Council.

For the sessions of the General Assembly, credentials of representatives (issued by the Head of State or Government or by the Minister for Foreign Affairs) should be submitted to the Secretary-General not less than one week before the opening of the session through the Secretary of the Credentials Committee, Office of Legal Affairs, room S-3604 and copied to the

Protocol and Liaison Service, room S-0207 for publication.[3]

Blue Book: Permanent Missions to the United Nations handbook

This handbook, published once a year, lists the diplomatic personnel of Member States, the staff of intergovernmental organizations accredited to the United Nations as observers and the staff of liaison offices of United Nations specialized agencies, as well as the membership of the principal organs of the United Nations.

All interim movements of personnel and changes in address, telephone/fax numbers, national holiday, etc., in the Blue Book are updated online as soon as the Protocol and Liaison Service is notified of such changes by the Missions.

Protocol and Liaison Service website

The Protocol and Liaison Service website (www.un.int/protocol) includes the most updated version of the Blue Book, lists of Permanent Representatives, Heads of State/Government and Ministers for Foreign Affairs, and a list of senior United Nations officials. It also contains the Manual of Protocol.

[3] A comprehensive list of delegations will be available in December.

II. The General Assembly and its Main Committees

Sixty-ninth regular session

Information on the General Assembly is available at the United Nations website: http://www.un.org/ga or at:

Arabic: http://www.un.org/arabic/ga

Chinese: http://www.un.org/chinese/ga

French: http://www.un.org/french/ga

Russian: http://www.un.org/russian/ga

Spanish: www.un.org/spanish/ga

President of the General Assembly for the sixty-ninth session

His Excellency, Honourable Sam K. Kutesa (Uganda).

At its sixty-eighth regular session, on 11 June 2014, pursuant to rule 30 of the rules of procedure, the General Assembly elected the President for the sixty-ninth session.

Office of the President

The Office is located on the second floor of the Conference Building.

	Ext.	Fax	Room
Office of the President	3.7555	212-963-3301	CB-0246
Spokesperson	3.0755	212-963-3301	CB-0246

Vice-Presidents

Pursuant also to rule 30, the General Assembly elected the 21 Vice-Presidents for the sixty-ninth session:

Vice-Presidents of the General Assembly for the sixty-ninth session

1. Argentina
2. Burkina Faso
3. China
4. Cyprus
5. Democratic Republic of the Congo
6. France
7. Georgia
8. Grenada
9. Iceland
10. Kiribati
11. Libya
12. Niger
13. Oman
14. Pakistan
15. Portugal
16. Russian Federation
17. Saint Lucia
18. Swaziland
19. Tajikistan
20. United Kingdom of Great Britain and Northern Ireland
21. United States of America

Secretariat arrangements for the General Assembly

The Secretary-General acts in his capacity as Chief Administrative Officer of the Organization at all meetings of the General Assembly.

Overall responsibilities for the work of the Secretariat in connection with the General Assembly are vested in the Under-Secretary-General for General Assembly and Conference Management.

The Director of the General Assembly and ECOSOC Affairs Division coordinates the work of the session. The Director also assumes direct responsibility for the servicing of plenary meetings and the meetings of the General Committee.

Specific responsibility for the work of the Main Committees and other committees or organs is vested in the representatives of the Secretary-General to those committees, namely, the under-secretaries-general or other officials listed below under the appropriate committee. The secretaries of the Main Committees and other committees or organs of the General Assembly, who are also listed below, are provided by the appropriate departments or offices of the Secretariat.

Plenary meetings of the General Assembly and meetings of the General Committee

	Ext.	Fax	Room
Under-Secretary-General for General Assembly and Conference Management			
Mr. Tegegnework Gettu	3.8362	3.8196	S-3065

Questions relating to the work of the Assembly should be referred to the General Assembly and ECOSOC Affairs Division.

	Ext.	Room
Director		
Mr. Ion Botnaru		
E-mail: botnaru@un.org	3.0725	S-3080

General Assembly Affairs Branch

Programme of work of the General Assembly, coordination, procedures, organizational matters, plenary elections and candidatures
Ext.: 3.2332
Fax: 3.3783

	Ext.	Room
Chief		
Mr. Saijin Zhang E-mail: zhangs@un.org	3.2336	S-3051
Mr. Ziad Mahmassani E-mail: mahmassani@un.org	3.2333	S-3060
Ms. Rachel Stein-Holmes E-mail: stein-holmes@un.org		
Ms. Anne Kwak E-mail: kwaks@un.org	3.3818	S-3053
Ms. Jori Joergensen E-mail: joergensenj@un.org		S-3044

Arrangements for the list of speakers

	Ext.	Fax	Room
Ms. Antonina Poliakova E-mail: poliakova@un.org	3.5063	3.7624	S-3082

Information on plenary elections and candidatures[1]

	Ext.	Fax	Room
Ms. Mary Muturi E-mail: muturi@un.org	3.2337	3.3783	S-3048

[1] CandiWeb (https://eroom.un.org/eRoomASP/DigChooseClient.asp) is the webpage that provides information on the list of candidates (GA Informal Working Paper) for the session.

Membership of Main Committees[2]

	Ext.	Fax	Room
Mr. Carlos Galindo E-mail: galindo@un.org	3.5307	3.3783	S-3049

While meetings of the General Assembly are in progress, most of the staff listed above may be reached at ext. 3.7786/3.7787/3.9110.

All those listed above deal with matters relating to plenary meetings of the General Assembly and meetings of the General Committee.

Questions relating to General Assembly documentation should be addressed to the staff of the Documents Planning Unit listed below.

Documents Planning Unit
Ext.: 3.3696

	Ext.	Room
Chief		
Ms. Xin Tong E-mail: tongx@un.org	3.0883	AB-0905 (Albano Building)
Mr. Valeri Kazanli E-mail: kazanliv@un.org	3.3657	AB-0909 (Albano Building)

Questions on other matters should be referred to the appropriate offices listed below.

Main Committees of the General Assembly

Pursuant also to rule 30, the First Committee, the Special Political and Decolonization (Fourth) Committee, the Second Committee, the Third Committee, the Fifth Committee and the Sixth

[2] The list of participants in the Main Committees is issued by each Main Committee (A/INF/69/2).

Committee elected their respective Chairs. See under each Main Committee for details.

First Committee

Chair
H.E. Courtenay Rattray (Jamaica)

	Ext.	Room
High Representative for Disarmament Affairs		
Ms. Angela Kane	3.2410	S-3174
Secretary of the First Committee		
Mr. Kenji Nakano		
nakano@un.org	3.5411	S-3056
Secretary of the Disarmament Commission[3]		
Mr. Alexander Lomaia	3.4238	S-3061

Special Political and Decolonization Committee (Fourth Committee)

Chair: H.E. Durga Prasa Bhattarai (Nepal)

	Ext.	Fax	Room
Under-Secretary-General for Peacekeeping Operations			
Mr. Hervé Ladsous	3.8079	3.9222	S-3571
Under-Secretary-General for Field Support			
Ms. Ameera Haq	3.2199	3.1379	S-3576

[3] The Disarmament Commission works in close cooperation with the First Committee and has similar agenda items on disarmament and international security issues.

	Ext.	Fax	Room
Under-Secretary-General for Political Affairs			
Mr. Jeffrey Feltman	3.5055	3.5065	S-3516
Under-Secretary-General for Communications and Public Information			
Mr. Peter Launsky-Tieffenthal	3.2912	3.4361	S-1008
Commissioner-General of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), Gaza			DC1-1265 (One UN
Mr. Pierre Krähenbühl	3.2255	7.1988	Plaza)
Secretary of the Special Political and Decolonization Committee			
Ms. Emer Herity	7.5816	3.5305	S-3064

Second Committee

Chair: H.E. Sebastiano Cardi (Italy)

	Ext./Tel.	Fax	Room
Under-Secretary-General for Economic and Social Affairs		3.1010/	
Mr. Wu Hongbo	3.5958	3.4324	S-2922
Under-Secretary-General and High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States			
Mr. Gyan Chandra Acharya	3.9078	3.0419	S-3266

	Ext./Tel.	Fax	Room
Executive Secretary of the Economic Commission for Europe (ECE), Geneva Mr. Christian Friis Bach	3.6905	3.1500	S-1213
Executive Secretary of the Economic and Social Commission for Asia and the Pacific (ESCAP), Bangkok Ms. Shamshad Akhtar	3.6905	3.1500	S-1213
Executive Secretary of the Economic Commission for Latin America and the Caribbean (ECLAC), Santiago Ms. Alicia Bárcena	3.6905	3.1500	S-1213
Executive Secretary of the Economic Commission for Africa (ECA), Addis Ababa Mr. Carlos Lopes	3.6905	3.1500	DC2-1862 (Two UN Plaza)
Executive Secretary of the Economic and Social Commission for Western Asia (ESCWA), Beirut Ms. Rima Khalaf	3.6905	3.1500	S-1213
Executive Director of the United Nations Children's Fund (UNICEF) Mr. Anthony Lake	5.7028	5.7758	H-1380 (UNICEF House)
Executive Director of the World Food Programme Ms. Ertharin Cousin	646-556-6901	646-556-6932	733 Third Avenue, 23rd floor
Secretary-General of the United Nations Conference on Trade and Development (UNCTAD), Geneva Mr. Mukhisa Kituyi	3.4319	3.0027	DC2-1120 (Two UN Plaza)

	Ext./Tel.	Fax	Room
Administrator of the United Nations Development Programme (UNDP) Ms. Helen Clark	212-906-5791	212-906-5778	DC1-2128 (One UN Plaza)
Executive Director of the United Nations Population Fund (UNFPA) Mr. Babatunde Osotimehin	212-297-5111	212-297-4911	NB-6120, 605 Third Avenue
Executive Director of the United Nations Environment Programme (UNEP), Nairobi Mr. Achim Steiner	3.2111	3.7341	DC2-0816 (Two UN Plaza)
Executive Director of the United Nations Institute for Training and Research (UNITAR), Geneva Sally Fegan-Wyles (Acting)	3.9683	3.9686	DC1-0603 (One UN Plaza)
Rector of the United Nations University (UNU), Tokyo Dr. David Malone	3.6345	212-371-2144	DC2-2060 (Two UN Plaza)
Under-Secretary-General, Executive Director of the United Nations Human Settlements Programme Mr. Joan Clos	3.4200	3.8721	DC2-0943 (Two UN Plaza)
Secretary of the Second Committee Ms. Jennifer De Laurentis	3.4640	3.5935	S-1278

Third Committee

Chair: H.E. Sofia Borges (Timor-Leste)

	Ext./Tel.	Fax	Room
Director-General of the United Nations Office at Vienna and Executive Director of the United Nations Office on Drugs and Crime Mr. Yury Fedotov	3.5631	3.4185	DC1-0613 (One UN Plaza)
Under-Secretary-General for Economic and Social Affairs Mr. Wu Hongbo	3.5958	3.1010/ 3.4324	S-2922
Executive Director of the United Nations Children's Fund (UNICEF) Mr. Anthony Lake	5.7028	5.7758	H-1380 (UNICEF House)
United Nations High Commissioner for Human Rights, Geneva H.R.H. Prince Zeid Ra'ad Zeid Al-Hussein	3.6152	3.4097	S-1310
United Nations High Commissioner for Refugees (UNHCR), Geneva Mr. António Manuel de Oliveira Guterres	3.6200	3.0074	DN-3000 (Daily News Building)
Under-Secretary-General/ Executive Director of the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) Ms. Phumzile Mlambo-Ngcuka	646-781-4502	646-781-4567	DN-0409 (Daily News Building)

Special Representative of the Secretary-General for Children and Armed Conflict Ms. Leila Zerrougui	3.3178	3.0807	S-3124
Special Representative of the Secretary-General on Violence against Children Ms. Marta Santos Pais	212-824-6322	212-824-6903	633 Third Avenue, 24th floor, t-2412
Secretary of the Third Committee Mr. Moncef Khane	3.2322	3.5935	S-1280

Fifth Committee

Chair: H.E. František Ružička (Slovakia)

	Ext./Tel	Fax	Room
Under-Secretary-General for Management Mr. Yukio Takasu	3.8227	3.8424	S-3218
Under-Secretary-General for Internal Oversight Services Ms. Carman L. Lapointe	3.6196	3.7010	S-0908
Assistant Secretary-General for Programme Planning, Budget and Accounts, and Controller Vacant	7.9949	3.8061	S-2111
Assistant Secretary-General for Human Resources Management Vacant	3.8081	3.1944	S-1918
Assistant Secretary-General for Central Support Services Mr. Stephen Cutts	7-1080	3.4168	S-2069

Assistant Secretary-General and Executive Director, Capital Master Plan Mr. Michael Adlerstein	3.1889	7.5377	L-0303 (Library)
Assistant Secretary-General/ Chief Information Technology Officer Ms. Atefeh Riazi	3.8975	7.9794	S-1355
Secretary of the Fifth Committee Ms. Sharon Van Buerle	3.2021	3.0360	S-3214

Sixth Committee

Chair: H.E. Tuvako N. Manongi (United Republic of Tanzania)

	Ext./Tel	Fax	Room
Under-Secretary-General for Legal Affairs and United Nations Legal Counsel Mr. Miguel de Serpa Soares	3.5338	3.6430	S-3620
Assistant Secretary-General for Legal Affairs Mr. Stephen Mathias	3.5528	3.6430	S-3624
Secretary of the Sixth Committee Mr. George Korontzis	3.5326	3.1963	DC2-0570 (Two UN Plaza)

Economic and Social Council

In accordance with General Assembly resolution 68/1, the programme of work of the Economic and Social Council has been adjusted to a July-to-July cycle. The 2015 session of the Council began on 21 July 2014 and will conclude on 22 July 2015. Pursuant to Council decision 2013/265, the members of the Bureau of the Council were elected for a term of office beginning on 14 January 2014 and expiring when their successors are elected, which is expected to be at the beginning of the 2016 session, namely, in July 2015, on the understanding that they remain representatives of a member of the Council. The Bureau's main functions are to propose the agenda, draw up a programme of work and organize the session with the support of the ECOSOC secretariat. Information on the Council is available electronically at www.un.org/docs/en/ecosoc.

Office of the President

The office is located on the second floor of the Conference Building (CB-0246).

Secretariat arrangements for the Economic and Social Council

The Chief of the ECOSOC Affairs Branch, General Assembly and ECOSOC Affairs Division, Department for General Assembly and Conference Management (DGACM) coordinates the work of the Council and assumes direct responsibility for the management of plenary meetings and the meetings of the subsidiary bodies of the Council.

Substantive responsibility for the work of the Council and its subsidiary bodies is coordinated by the Director, Office for ECOSOC Support and Coordination, Department of Economic and Social Affairs.

Plenary meetings of the Economic and Social Council

	Ext./Tel	Fax	Room
ECOSOC Affairs Branch, General Assembly and ECOSOC Affairs Division Chief and Secretary			
Ms. Jennifer De Laurentis	3.4640	3.5395	S-1278
Office for ECOSOC Support and Coordination, Department of Economic and Social Affairs Director			
Mr. Navid Hanif			
E-mail: hanif@un.org	3.8415	3.1712	S-2571

Other organs

Credentials Committee

	Ext./Tel	Fax	Room
Under-Secretary-General for Legal Affairs and United Nations Legal Counsel			
Mr. Miguel de Serpa Soares	3.5338	3.6430	S-3620
Secretary			
Mr. Stadler Trengove	3.1107	3.6430	S-3604

Advisory Committee on Administrative and Budgetary Questions

	Ext./Tel	Fax	Room
Executive Secretary			CB-0169 (Conference
Ms. Shari Klugman	3.7456	3.6943	Building)

Committee on Contributions

	Ext./Tel	Fax	Room
Secretary			FF-0610 (304 East 45th Street)
Mr. Lionelito Berridge	3.5306		

Ad Hoc Committee of the General Assembly for the Announcements of Voluntary Contributions to the United Nations Relief and Works Agency for Palestine Refugees in the Near East

	Ext./Tel	Fax	Room
Secretary			
Ms. Emer Herity	7.5816	3.5305	S-3064

III. Conference services

Meetings services

DGACM is responsible for providing the following meeting services to meetings held in conference rooms located in the North Lawn Building and in the General Assembly Building:

- Interpretation
- Meeting records
- Editing
- Translation
- Reproduction
- Distribution of documents

Contact to answer general enquiries on meeting services: Meetings Management Section (MMS) (room S-1236, ext. 3.8114 or 3.7351)

Contact to answer general enquiries regarding documents: Documents Control (room AB-903, ext. 3.6579)

Programme of meetings

Prepared by MMS (ext. 3.8114 or 3.7351), the daily programme of meetings for the following day with information on conference rooms is printed in the *Journal of the United Nations* (see pages 35-36). This information is displayed on electronic screens alongside the corridors.

All authorized requesting parties, including Permanent Missions to the United Nations, wishing to book conference rooms and interpretation services should contact the MMS programme team (at the numbers mentioned above) to ascertain availability of services and to receive a prebooking confirmation through e-Meets 2.0. Receipt of a prebooking confirmation through e-Meets 2.0 does not automatically guarantee approval of conference-

servicing facilities. Confirmation of meeting requests by MMS is also done via e-Meets.

Duration of meetings

As a rule, morning meetings are scheduled from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m.

Punctuality: Owing to the heavy demand for meetings and the limited facilities available, it is essential that meetings start on time and that the above schedule be respected to the fullest extent possible. Therefore, delegations are urged to be present at the meetings on time.

Scheduling of meetings: It is advisable to schedule related meetings consecutively whenever possible, to ensure the maximum utilization of available services. For ease of transition, however, there should be a short gap between unrelated meetings.

Cancellations: In the event a scheduled meeting is cancelled, the organizers are urged to inform MMS immediately to enable reallocation of resources.

Meetings of regional and other major groupings of Member States and other informal meetings can be accommodated only if and when services originally earmarked for meetings of Charter or mandated bodies are released.

Use and care of United Nations electronic equipment

Delegates and other meeting participants are requested not to place food, water and other liquids on tables or surfaces in conference rooms where simultaneous interpretation audio systems are installed. Spillages might occur, thus causing serious malfunction. Care should also be taken in utilizing microphones, channel selectors, voting switches and audio earphones, as these are sensitive electronic

devices. Placing a cellular phone near the microphone may also interfere with the sound quality.

Use of cameras and cellular phones

Members of delegations are reminded that no photographs are allowed in conference rooms or in the General Assembly Hall and that Security will be instructed to strictly enforce this rule. Members are also reminded to refrain from making or accepting cellular phone calls at their delegation tables (see page 38).

Seating protocol according to the first seat

The Secretary-General, on 11 June 2014, drew the name of Cuba among the Member States to occupy the first seat in the General Assembly Hall during the sixty-ninth session of the General Assembly. Consequently, the delegation of Cuba will be seated at the first desk in the front row at the right of the President. Delegations of the other Member States will follow in the English alphabetical order of names, in accordance with established practice. The same seating arrangement applies to meetings of the Main Committees.

Copies of the floor plan will be available at the Documents Counter located in room NL-01006 (ext. 3.7373).

Journal of the United Nations (room CB-0304)

All queries may be made from 3 p.m. onwards at ext. 3.3888.

The *Journal of the United Nations* is issued daily on working days in English and French. During the main part of the General Assembly session, it is published in the six official languages (Arabic, Chinese, English, French, Russian and Spanish).

The *Journal* is available on the website of the United Nations, the Official Document System (ODS), Twitter (www.twitter.com/Journal_UN_ONU) and Facebook (*Journal of the United Nations*), or by e-mail subscription (undocs.org). It features:

(a) Programme of meetings and agenda;
(b) Summary of meetings;
(c) Signatures and ratifications of multilateral treaties deposited with the Secretary-General;
(d) Announcements;
(e) Daily list of and direct link to documents issued at Headquarters;
(f) List of Chairs of regional groups for each month;
(g) List of websites.

Material for insertion in the *Journal* should be communicated by e-mail (journal@un.org). The deadline for the inclusion of all material for the *Journal* issue of the next day is *6.30 p.m. for the programme of meetings and 7 p.m. for the summaries.*

Interpretation

(a) Statements made in any of the six official languages of the United Nations are interpreted into the other official languages: *for written statements*, it is essential that the delegations provide interpreters with copies of their texts to the Meetings Servicing Assistant in order to ensure the quality of the interpretation (see pages 40-41). Speakers are requested to deliver the statement at a speed that is interpretable;

(b) In cases where statements are made *in a language other than the official languages* (rule 53 of the rules of procedure of the General Assembly): delegations *must provide either an interpreter or a written text of the statement in one of the official languages*. The interpretation into the other official languages by United Nations interpreters will be

based on the interpretation or written text accepted by the Secretariat as representing the official text of the statement. A "pointer", a person who knows the language in which the statement is to be delivered and the official language into which it has been translated, should be made available by the delegation, to guide the interpreter throughout the translated text and to ensure synchronization between the speaker and the interpreter.

Written translations of statements delivered in official languages

"Read out verbatim" or "check against delivery" should be specified on the first page of the text when delegations provide a written translation of their statement. For written texts provided in more than one official language, delegations should indicate clearly which of these is to be accepted as the official text.

Read out verbatim: Interpreters will follow the translation. Therefore, any deviation from the text on the part of the speaker, including omissions and additions, *is unlikely to be reflected in the interpretation.*

Check against delivery: Interpreters will follow the speaker and not the translation. If the speaker deviates from the text, delegations should be aware that the interpretation heard by the audience will not necessarily correspond to the translation that they may have distributed to the audience and the press.

Microphones start to operate only when the representative taking the floor has been called upon to speak and the delegate has pushed the button. To ensure the best possible recording and interpretation of the statement, representatives should speak directly and clearly into the microphone, particularly when giving figures, quotations or highly technical material or when reading from a prepared text (see page 40). Tapping on

the microphone to test if it is working, turning pages and making or answering cellular phone calls should be avoided (see page 35).

Delivering the statement: While delegations are increasingly given a time frame in which to deliver their statements, they are kindly requested to do so at a normal speed if possible,[1] to enable the interpreters to give an accurate and complete rendition of their statements. When statements are delivered at a fast pace to comply with the time limit, the quality of the interpretation may suffer.

Records of meetings

Meeting records are provided for the plenary meetings of principal organs, for meetings of the Main Committees of the General Assembly and, on a limited and selective basis, for meetings of certain other bodies. Meeting records are in two forms: verbatim records (PVs) or summary records (SRs). The records are prepared by the Secretariat and are subject to correction by delegations. *However, corrections that add to, or alter the sense of, a statement as actually delivered cannot be accepted.*

- PVs cover the proceedings in extenso utilizing interpretations for languages other than the original.

Delegates are advised that if any portion of a written statement is not actually read out, it will not appear in the record of that meeting.

- SRs cover the proceedings in a concise, abbreviated form. They are not intended to include each intervention or to reproduce statements textually.

[1] For instance, the normal speed in English is 100 to 120 words per minute.

The provision of written records (verbatim or summary) for United Nations bodies is regulated by a number of decisions of the General Assembly and other principal organs.

In addition, audiovisual recordings of meetings are made and may be consulted (see page 80).

Corrections to meeting records

- *Corrections to PVs*: Chief, Verbatim Reporting Service, room U-506
- *Corrections to SRs*: Chief, Documents Control Unit (srcorrections@un.org)

Corrections should be in the form indicated in the corrections footnote on the front page of the PV or SR. If corrections are inserted in a copy of the record, the front page of the corrected record should bear the signature and title of an authorized official of the delegation concerned.

Delegations are requested to make sure that, when the corrections are made by hand, they are written clearly and that the place in which they are to be inserted is indicated precisely.

- *Corrections to PVs* should be limited to errors and omissions in statements as actually delivered, that is, in the original language. When a request is submitted for a correction, a check is made against the audiovisual recording of the relevant speech.
- *Corrections to SRs* should not cover points of style, nor include lengthy additions that would upset the general balance of the summary record.

The text of a speech should not be submitted in lieu of corrections.

Issuance of corrections

Records of United Nations bodies are reissued electronically and posted on the Official Document System (http://documents.un.org/) in corrected form.

Copies of prepared texts of statements in plenary meetings and in meetings of the Main Committees

A minimum of 30 copies of the text of statements to be delivered at the high-level meetings and the general debate should be submitted in advance to the Conference Officers; failing this, delegations are urged to provide 10 copies for the interpreters before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, the specialized agencies, interpreters, verbatim reporters and press officers, 350 copies are required. Delegations that wish to circulate their statements electronically through the e-services portal offered by the Secretariat may send them at least two hours in advance to an e-mail address to be announced in the *Journal of the United Nations* or present a copy of the statement for scanning and uploading to the portal.

Given the security arrangements in place for the high-level meetings and the general debate, texts of statements should be delivered to the receiving area located at the rear of the General Assembly Hall between the hours of 8 a.m. and 9 a.m. by a delegation representative in possession of a valid United Nations grounds pass.

Copies of prepared texts of statements in meetings of the Security Council

Delegations are strongly encouraged to provide the Secretariat with copies of prepared texts of statements

to be delivered in the Security Council. Such copies will be delivered to the interpreters and the Verbatim Reporting Service to enhance the accuracy and efficiency of the services offered and expedite the issuance of the official records.

Documents facilities

Translation and reproduction of documents

Delegations wishing to submit documents for consideration by a United Nations body should present them to the Secretary-General or to the secretary of the body concerned. The staff of Documents Control is not authorized to accept documents for translation or reproduction directly from delegations.

The categories of documents are as follows:

(a) The "*General*" series;

(b) The "*Limited*" (L) series followed by the serial number: this series comprises documents of a temporary nature such as draft resolutions and amendments thereto. When such documents are submitted during a meeting and are required urgently, advance versions marked "Provisional" are translated and reproduced immediately by special arrangements and distributed to participants only. Edited texts and revised translations are issued later;

(c) The "*Restricted*" (R) series followed by the serial number: this series contains only those documents whose content requires at the time of issuance that they should not be made public;

(d) *Conference room papers* (CRPs) or *working papers* (WPs) are informal papers, in one or more languages, used in the course of a meeting and distributed only to participants and other interested recipients attending the meetings.

Distribution of documents for delegations

Delegations' pick-up area is located at the service entrance to the North Lawn complex from 7.30 a.m. to 9.30 a.m. on weekdays.

Special requests for distribution should be addressed to the Chief of the Publishing Section (room GA-3B704C, ext. 3.1807).

The daily list of documents distributed at Headquarters is issued in the *Journal*. Documentation distributed daily to delegations in accordance with stated requirements will be available for pick-up at the address above.

The Documents Counter located in room NL-01006 on the first floor of the North Lawn Building (ext. 3.7373) is open for secondary requests during working hours on weekdays.

A limited number of copies of documents containing draft proposals for action during the meetings in progress will be available in the conference rooms.

To obtain hard copies of any documents, please contact the Publishing Section via e-mail at publishing@un.org with the following specific instructions: document symbol, languages required, quantity of each document, and your physical delivery address.

Only United Nations documents may be distributed during the meetings (see FAQ/3).

Electronic versions of official documents can be accessed from the United Nations Official Document System (ODS) free of charge by all Permanent Missions to the United Nations and other government offices. Documents in all official languages stored in ODS are indexed following the structure of the United Nations Bibliographic Information System (UNBIS) and can be retrieved for viewing, printing and/or downloaded (see pages 67-69).

Information on ODS can be requested from ext. 3.6439.

Communications from Member States for issuance as a document of the General Assembly

Delegations requesting issuance of communications as documents of the General Assembly should ensure that they are addressed to the Secretary-General and/or the President of the General Assembly and signed by the Permanent Representative or Chargé d'affaires of the Permanent Mission to the United Nations. The communications should indicate the session of the General Assembly and the number and title of the agenda item under which circulation is requested, using the latest agenda.

Electronic versions in Microsoft Word should be sent to dpu-dgacm@un.org, so as to facilitate the processing of communications. If versions in any other United Nations official languages are available, they should be included with a clear indication of the original language and/or which language versions are to be used for reference only. Materials that are easily accessible to the public on websites or through the media, such as statements, press releases and images, should be cited rather than included in the communications.

Further information
Refer to document DGACM/CPCS/2008/1
Tel.: 917-367-5895
E-mail: dpu-dgacm@un.org

IV. Media, public and library services

Spokesperson for the Secretary-General

	Ext.	Room
Spokesperson for the Secretary-General		
Mr. Stéphane Dujarric	3.6172	S-0234
Deputy Spokesperson	3.1104	S-0234
Press enquiries	3.7160/ 3.7161/ 3.7162	S-0222/ S-0226

Press conferences

Requests for press conferences should be addressed to the Office of the Spokesperson for the Secretary-General (room S-0226, ext. 3.7160, 3.7161 and 3.7162). Attendance at press conferences is limited to accredited journalists. Press attachés may attend a press conference sponsored by their Mission.

Services to correspondents

Daily press briefings are given at noon in the Press Briefing Room (S-0237) by the Spokesperson for the Secretary-General. During General Assembly sessions, the Spokesperson for the President of the General Assembly also briefs the press on Assembly matters. These daily briefings are webcast live and are archived for on-demand viewing immediately afterwards (www.un.org/webcast). Highlights of the noon briefing can be found on the website of the Spokesperson's Office (www.un.org/sg/spokesperson/highlights/index.asp). For other services, see www.un.org/sg/spokesperson/index.asp.

For additional services to correspondents, please see page 49.

Working facilities for correspondents are provided in the press area on the fourth floor of the Secretariat Building and, from 23 September to 4 October only, a press area will be available in Conference Room 1 in the North Lawn Building.

Public information

The Department of Public Information (DPI) provides a wide range of services to representatives of the media, NGOs and the general public.

	Ext.	Room
Under-Secretary-General for Communications and Public Information		
Mr. Peter Launsky-Tieffenthal	3.2912	S-1008
News and Media Division		
Acting Director		
Ms. Hua Jiang	3.6945	S-1056
News and Content		
Deputy Director		
(Vacant)	3.7158	S-1166
News Services Section (United Nations News Centre, www.un.org/news)		
Chief		
Ms. Mita Hosali	3.6447	S-1142
Radio Section		
Acting Chief		
Ms. Flora Nducha	7.2402	S-1160

	Ext.	Room
TV Section		
Chief		
Mr. Chaim Litewski	3.6952	S-1069
UN Webcast Unit (webtv.un.org)		
Chief		
Mr. Andreas Damianou	3.6733	S-1101
Web Services Section (United Nations website information, www.un.org)		
Chief		
Mr. Peter Dawkins	3.6974	IN-0509D
Operations		
Deputy Director		
Ms. Michele DuBach	3.6957	S-1057
Audiovisual Services Section		
Chief		
Mr. Hak-Fan Lau	3.2123	S-1049
TV News and Facilities Unit		
Chief		
Mr. David Woodie	3.9399	NL-2058I
Partnerships Unit		
Chief		
Ms. Fan Chen	3.5597	IN-0913C
Press Service		
Acting Chief		
Mr. Collinet Finjap Njinga	3.5850	S-0409
Meetings Coverage Section (Press Releases)		
For English: www.un.org/en/unpress		
For French: www.un.org/fr/unpress		
Chief		
Mr. Collinet Finjap Njinga	3.5850	S-0409

	Ext.	Room
Media Accreditation and Liaison Unit		
(www.un.org/en/media/accreditation)		
Chief	3.6934/	
Ms. Isabelle Broyer	3.6937	S-0250
Media Documents Centre		
(mdc@un.org)		
Ms. Sylvie Cohen	3.8711	S-0219
Strategic Communications Division		
Director		
Ms. Deborah Seward	3.6867	S-1007
Communications Campaigns Service		
Chief		
Ms. Margaret Novicki	7.3214	S-1036
Information Centres Service		
Chief		
Mr. Janos Tisovszky	3.1270	IN-0518
Outreach Division		
Director		
Mr. Maher Nasser	3.3064	S-0956
Partnerships and Public Engagement		
Deputy Director		
Committee on Information		
Secretary		
United Nations Academic Impact initiative		
Chief		
Mr. Ramu Damodaran	3.6173	S-0937
Administration and Management		
Acting Deputy Director		
Ms. Maha El-Bahrawi	3.5950	S-0942

Press releases, distribution of speeches

The Meetings Coverage Section prepares:

- Press release summaries in English and French of most open meetings held at United Nations Headquarters, usually available within hours of the end of the meetings.
- Releases on United Nations conferences and meetings held in other parts of the world. These releases, prepared for the use of information media, also contain background information, but are not official records.
- English press releases are available on the United Nations website at www.un.org/en/unpress/.

French press releases are at www.un.org/fr/unpress/. The Media Documents Centre (S-0219 to S-0221, ext. 3.7166).

Accredited correspondents may obtain press releases, links to documents, press kits and other United Nations materials from the office above.

Delegations wishing to provide texts of speeches or press releases to accredited correspondents should bring 25 copies to the above address, where they will be disseminated to the media. These texts must be dated and issued on the letterhead of the Mission.

Delegations wishing to have their statements (made during the general debate of the General Assembly, special sessions or other major events at Headquarters) posted on the United Nations website should contact Ms. Sophie Farigoul, Chief of the French Language Unit, Web Services Section as early as possible at ext. 3.5148.

The "Global Issues" pages provide one-stop access to information on 30 major topics (www.un.org/en/globalissues). A list of street and e-mail addresses and telephone and fax numbers of United Nations Permanent Missions is available at www.un.org/en/members.

The audiovisual pages at www.unmultimedia.org provide access to audio news files from United Nations radio, as well as to video products and photos. The United Nations website also offers access to research tools and links to the home pages of other parts of the United Nations system.

Full coverage of the general debate can be followed on a dedicated website: http://gadebate.un.org. This website is updated in real time and provides multimedia coverage of the general debate (video, photo and audio) in all languages and statements in the original language.

Additional information can be obtained from the Web Services Section (ext. 3.0780).

Accreditation and liaison to correspondents, film and television crews and photographers

The Media Accreditation and Liaison Unit (room S-0250, ext. 3.6937/3.6934, fax 3.4642), besides accreditation and liaison, provides the following services:

- Arrangements for pool coverage during visits of Heads of State or Government.
- Clearance to film/TV crews and photographers for location filming.

These requests should be made in advance in writing and faxed to 212-963-4642 or e-mailed to MALU@un.org.

Communications campaigns and focal points

Strategic Communications Division, Director's Office (room S-1007, ext. 3.6867). This Division develops and coordinates strategic communications campaigns on priority issues, including major United Nations conferences and observances. For more detailed information, contact the Chief of the Communications Campaigns Service (room S-1036,

ext. 7.3214). Some of the Department's thematic websites are listed below:

- Gateway to the United Nations system's work on the Millennium Development Goals and the post-2015 development agenda: www.un.org/millenniumgoals/
- Gateway to the United Nations system's work on climate change: www.un.org/climatechange/
- UNiTE to End Violence Against Women: www.un.org/en/women/endviolence
- Gateway to United Nations peacekeeping: http://www.un.org/en/peacekeeping/
- Gateway to United Nations action to counter terrorism: http://www.un.org/terrorism

Social media

Updates are provided on Facebook, Flickr, Google+, Pinterest, Sina Video, Tencent Video, Tudou, Twitter, VKontakte, WeChat, Weibo, Weishi, Youku, YouTube and more.

English:
Room: S-1038
Ext.: 7.7083
E-mail: grovesn@un.org
Website: www.un.org/social

Languages other than English:
Room: IN-0511D
Ext.: 3.5148
E-mail: farigoul@un.org
Website: www.un.org/social

Publications

- Peacekeeping
- Human rights
- Economic and social development
- Developments in Africa
- Question of Palestine
- Press kits
- Brochures
- Feature articles
- Educational materials

All the above are available at www.un.org.

- Charter of the United Nations (in the six official languages) and Statute of the International Court of Justice (available at www.un.org/en/documents/charter)
- Universal Declaration of Human Rights
- International Bill of Human Rights (including the Universal Declaration and the International Covenants on Civil and Political Rights and on Economic, Social and Cultural Rights)

Some of the Department's publications are listed below:

Thematic publications

- *Africa Renewal* (quarterly magazine)
  E-mail: africarenewal@un.org
  Website: www.un.org/africarenewal
  Ext.: 3.6857
  Fax: 3.4556
  Room: S-1033

- *United Nations Peace Operations: Year in Review* (annual periodical)
  E-mail: narulas@un.org
  Website: http://www.un.org/en/peacekeeping/resources/publications.shtml
  Ext.: 3.1262 or 3.3944
  Fax: 3.9737
  Room: S-1078

- *Peace and security updates*
  Facts and figures, background notes and other materials about United Nations work on peacekeeping, peacebuilding, peacemaking and disarmament.
  E-mail: narulas@un.org
  Website: www.un.org/en/peace
  Ext.: 3.1262 or 3.3944
  Fax: 3.9737
  Room: S-1078

Institutional publications

- *UN Chronicle* (quarterly journal)
  Issues and activities of concern to the United Nations system
  E-mail: un-chronicle@un.org
  Website: unchronicle.un.org
  Ext.: 3.6333
  Fax: 7.6075
  Room: S-0920

- *Yearbook of the United Nations* (annual compendium)
  Covers all major activities of the United Nations system and includes full texts of General Assembly, Security Council and Economic and Social Council resolutions.

E-mail: unyearbook@un.org
Website: http://unyearbook.un.org
Ext.: 3.6874
Fax: 7.6075
Room: S-0927

- *Basic Facts about the United Nations*

  A comprehensive reference tool providing an overview of the history and ongoing efforts of the entire United Nations system.
  E-mail: sebesta@un.org
  Ext.: 3.0405
  Fax: 7.6075
  Room: S-0932

- *The United Nations Making a Difference 2014 calendar*

  This educational wall calendar, issued in all official languages, highlights the work of the Organization to benefit the people of the world. Each month features a short description of specific activities and a photograph of the United Nations in action.
  E-mail: placencia@un.org
  Ext.: 7.4476
  Fax: 7.6075
  Room: S-0931

- *DPI/NGO relations section*
  Website: http://outreach.un.org/ngorelations

- *Directory of non-governmental organizations (NGOs) associated with DPI*
  Website:
  http://outreach.un.org/ngorelations/membership/dpingo-directory
  Room: U-204 (801 UN Plaza)

- *United Nations at a Glance*
  Website:
  http://www.un.org/en/aboutun/index.shtml/
  Ext.: 3.5148

United Nations publications

E-mail: publications@un.org
Website: www.un.org/publications

United Nations publications are available in bookshops, through online retailers, at the United Nations Bookshop and from the United Nations publications e-commerce site (www.un.org/publications). Popular United Nations titles are also available as e-books and mobile apps. In addition, United Nations Development Business provides information on opportunities to supply products and services for projects financed by the United Nations, Member States and the world's leading development agencies.

Sales and Marketing
Acting Chief
Mr. Vladislav Vitkovski
Ext.: 3.8065
E-mail: vitkovski@un.org

United Nations Development Business

E-mail: dbusiness@un.org
Website: www.devbusiness.com

Chief of Development Business
Ms. Nina Brandt
Ext.: 7.9110
E-mail: brandtn@un.org

Media services and facilities

The News and Media Division produces many products and offers diverse services, including some limited radio and television facilities, to delegates and accredited journalists, when such facilities are available. All products are accessible from www.unmultimedia.org or the respective URL addresses, as indicated above. The latest news on United Nations-related developments can be found at the UN News Centre at www.un.org/news. The Centre also features an e-mail news service and RSS feeds.

United Nations Radio

United Nations Radio produces news content and feature programmes about the worldwide activities of the Organization every weekday in the six official languages, Portuguese and Kiswahili, for use by broadcasters around the world. These news stories can be heard on the United Nations website (http://www.unmultimedia.org/radio/english/). Also available on the website are weekly programmes produced in the official languages, as well as Bangla, French-Creole, Hindi, Indonesian and Urdu. For the very limited radio studio availability, contact United Nations Radio at ext. 3.7732 or 3.7005.

Audio recordings of statements made at meetings of the Organization's main bodies are available for download in digital format at www.unmultimedia.org/radio/library. For queries, contact the Audio Library (room IN-0503C/D, ext. 3.9272 or 3.9269, fax: 212-963-4501, e-mail: audio-library@un.org).

Television and webcast

UNTV provides live feeds of meetings, conferences and special events at United Nations Headquarters in New York. The UNTV coverage is sent to international news syndicators — APTN, Reuters, the European Broadcasting Union (EBU) — and to rebroadcast organizations such as Ascent Media/Waterfront and The Switch. For queries, contact the TV News and Facilities Unit (room NL-2058I, ext. 3.9399, e-mail: woodie@un.org). Daily programmes of UNTV are also webcast live daily at www.un.org/webcast.

UNifeed produces broadcast-quality video files featuring breaking news stories and features on a variety of United Nations issues. They can be downloaded in both PAL and NTSC formats from www.unmultimedia.org/tv/unifeed/ and are also made available to broadcasters twice daily (21.45-21.55 GMT and 01.45-01.55 GMT) via APTN's Global Video Wire (GVW).

DVDs or digital files of UNTV's coverage of General Assembly and Security Council meetings and other events are also available for sale to delegates and broadcasters. For the general debate and Security Council meetings, one DVD courtesy copy is provided free of charge for each country. Additional copies incur a charge of $50 each. Current UNTV coverage and archival film and video materials dating back to 1945 can be ordered in NTSC DVD. Royalties and transfer and screening fees are collected as applicable; shipping and delivery costs are borne by the requesting parties. For queries, contact the Audiovisual Library (room NL-2058L, ext. 3.0656 or 3.1561, fax: 3.4501, e-mail: video-library@un.org).

When available, studio facilities may be arranged for interviews or statements and satellite transmissions, which are paid by the requestor to an outside provider.

Requests for bookings must be made in advance. For queries, contact the TV News and Facilities Unit (room NL-20581, ext. 3.7650, e-mail: redi@un.org).

The United Nations Webcast Unit provides daily live and on-demand Webcast coverage of meetings, briefings and events. The coverage is available to a global Internet audience through the UNwebTV website at: http://webtv.un.org and the website dedicated to the general debate: http://gadebate.un.org. The videos are accessible in Flash video format by any user with a computer and Internet access as well as in formats compatible with some mobile devices. In addition, the website allows Internet users to easily copy and paste any video from the UNwebTV website into their own websites and to share the videos through social media networks. Delegations can easily find on the website videos of statements made by their representatives. Depending on availability of resources, priority for live Webcast coverage is given to the following meetings/events: General Assembly meetings (six official languages and original language), Security Council meetings (six official languages and original language), Human Rights Council meetings (English and original language), Economic and Social Council meetings (English and original language), International Court of Justice (ICJ) hearings (English, French and original language), daily noon press briefings/press conferences, media stakeouts and events in which the Secretary-General participates.

United Nations media partnerships

The United Nations welcomes broadcast partnerships with the world's media organizations, including broadcasters, online news outlets and social media platforms. Programmes ready to air include

UNTV's award-winning series *21st Century* and *UN in Action* and United Nations Radio's daily news and feature programmes. For queries, contact the Partnerships Unit (room IN-0913N, ext. 3.5597, e-mail: mediapartnerships@un.org).

United Nations photos

Photos documenting official United Nations meetings and the Organization's activities on various issues are available for download at www.unmultimedia.org/photo. Photos may not be used in advertising or for any other commercial uses without prior authorization from the DPI Photo Library. For queries, contact the Photo Library (room S-1047, ext. 3.6927 or 3.0034, fax: 3.1658, e-mail: photolibr@un.org).

Services provided by the network of United Nations information centres

Information Centres Service (room IN-0518, ext. 3.1270) (http://unic.un.org).

Many of the services provided by offices at Headquarters are also available in individual Member States. DPI currently has 63 information centres (UNICs) and services around the world, including information services in Geneva and Vienna, the regional information centre (UNRIC) in Brussels and information components in eight United Nations Offices.

Services to civil society

Economic and Social Council

The Non-Governmental Organizations Branch of the Department of Economic and Social Affairs (DESA) (room DC1-1480, ext. 3.3192) acts as the focal point for NGOs in consultative status with the Economic and Social Council.

Department of Public Information

The Department of Public Information's Outreach Division engages and educates people and their communities worldwide to encourage support for the ideals and activities of the United Nations. The Division's partnership and public engagement initiatives work with key constituencies, including NGOs, the academic community, private sector entities and the general public.

The public website "deleGATE" (www.un.int), which is updated by the iSeek team, informs delegates about meetings, elections, major reports, documents, international days, training opportunities and events at United Nations Headquarters. It also includes content from iSeek, the United Nations Intranet, in English and French. This portal will soon provide access to information managed by the General Assembly committees, to the United Nations Headquarters telephone book and to a searchable directory of staff contact information.

NGO Relations and Advocacy Section

Within the Outreach Division, the role of the NGO Relations and Advocacy Section is to bring awareness to the issues and work of the United Nations through

creative partnerships, including: the Creative Community Outreach Initiative, which works with film and television productions to encourage the integration of priority United Nations issues into their storylines; the Messengers of Peace Programme, which manages relationships with prominent personalities who volunteer their time and talent to raise awareness of the work of the United Nations; NGO Relations, which serves the informational needs of the NGO community in association with the Department of Public Information and the Special Events Unit devoted to organizing high-level special events at United Nations Headquarters.

Chief
Mr. Jeffrey Brez
E-mail: brez@un.org
Ext.: 3.8070
Twitter: @jeffbrez

NGO Relations
Public Information Officer
Ms. Hawa Diallo
E-mail: diallo9@un.org
Ext.: 7.9380

DPI/NGO Resource Centre
Room: U-204 (801 UN Plaza)
Ext.: 3.7234
Website: http://outreach.un.org/ngorelations
Facebook: www.facebook.com/UNDPINGO
Tumblr: http://undpingo.tumblr.com
Twitter: https://twitter.com/undpingo
E-mail: undpingo@un.org

Creative Community Outreach Initiative (CCOI)
Website: http://outreach.un.org/ccoi/
E-mail: creative@un.org

Messengers of Peace Programme
Website: http://outreach.un.org/mop
Manager
Mr. Jon Herbertsson
E-mail: herbertsson@un.org
Ext.: 3.7346

Special Events
Website: http://outreach.un.org/specialevents/
E-mail: specialeventsdpi@un.org
Manager
Ms. Jayashri Wyatt
E-mail: wyatt@un.org
Ext.: 3.3911

Education Outreach Section

The Education Outreach Cluster creates and disseminates youth-focused educational material on the United Nations for students and teachers at all educational levels to build long-term support for the Organization. The Section organizes international student videoconferences for middle and high school and university students on priority issues on the United Nations agenda. It partners with and supports Model United Nations programmes by focusing on "training the trainers" through the organization of Model United Nations workshops.

The Section also manages two remembrance programmes: the Holocaust and the United Nations Outreach Programme and the Remembering Slavery educational programme.

Chief
Ms. Nathalie Leroy
E-mail: leroyn@un.org
Ext.: 7.8091
E-mail: education-outreach@un.org

Global Teaching and Learning Project Manager
Mr. William Yotive
E-mail: yotive@un.org
Ext.: 3.1400
E-mail: education-outreach@un.org
Website: www.cyberschoolbus.un.org

Model UN workshop
Website: outreach.un.org/mun

The Holocaust and the United Nations Outreach Programme Manager
Ms. Kimberly Mann
E-mail: mann@un.org
Ext.: 3.6835
Website: http://www.un.org/en/holocaustremembrance/
Facebook: facebook.com/unhop
Twitter: @UNHOP
YouTube: youtube.com/holocaustremembrance

The Remembering Slavery educational programme
Website: http://remembcringslavery.un.org/
Facebook: facebook.com/rcmemberslavery
Twitter: @rememberslavery

United Nations Academic Impact initiative

The United Nations Academic Impact initiative aligns institutions of higher education, scholarship and research with the United Nations, and with each other, to address priority issues before the United Nations, particularly the Millennium Development Goals. It provides a point of contact for ideas and initiatives relevant to the work of the Organization.

Chief
Mr. Ramu Damodaran
E-mail: damodaran@un.org
Ext.: 3.6173
Website: http://academicimpact.org
Facebook: www.facebook.com/ImpactUN
E-mail: academicimpact@un.org

Office of the Envoy of the Secretary-General on Youth

Hosted by the DPI Outreach Division, the Envoy of the Secretary-General on Youth is mandated to bring the voices of young people to the United Nations system. The Envoy on Youth works with Member States, United Nations agencies, civil society, academia and other stakeholders towards enhancing, empowering and strengthening the position of young people within and outside the United Nations system.

Envoy of the Secretary-General on Youth
Mr. Ahmad Alhendawi
E-mail: alhendawia@un.org
Ext.: 3.3784
Room: A-300A

Publications and Editorial Section

The Publications and Editorial Section (ext. 7.4776) is responsible for the flagship *UN Chronicle*, the *Yearbook of the United Nations*, and *Basic Facts about the United Nations*, as well as several web and electronic publications covering the United Nations system. Through these publications, it serves as a forum to encourage debate on global issues and to provide factual and accurate information on the Organization's activities.

Chief
Mr. Russell Taylor
E-mail: taylor3@un.org
Ext.: 3.4763
Room: S-0934

Secretariat of the Exhibits Committee

Exhibits in the Visitors' Centre, 1B-DHL, inform about priority issues on the United Nations agenda and follow the guidelines of the United Nations Exhibits Committee. For more information, contact the Secretary of the Committee, tel.: 212-963-5455, fax: 212-963-0077, e-mail: exhibitscommittee@un.org.

Visitors' Services

Chief
Elisabeth Waechter
E-mail: waechter@un.org
Ext.: 7.5485
Room: DHL-1B 157 (Visitors' Centre)
Website: http://visit.un.org
Facebook: https://www.facebook.com/UNVisitorsCentre

Guided Tours: Monday through Friday from 9.45 a.m. to 4.15 p.m. Tours are available in all six official languages, plus German, Italian, Japanese, Korean, Portuguese, Swedish and others.

Owing to reductions in service related to the capital master plan (CMP), visitors are required to purchase tickets online at http://visit.un.org. For group bookings (46 persons or more), please contact reservations: 212-963-4440 or via e-mail: unitg@un.org. Free tours for staff and delegates are available on every first and third Friday of the month at 9.30 a.m. Family and friends of staff members and delegates pay the discounted rate of $11 for adults and $9 for children (cash only). These special tours are run on a first-come, first-served basis. The tour starts at the Public Enquiries counter in the Visitors Centre on the 1B level of Dag Hammarskjöld Library and lasts approximately 45 minutes.

Group Programmes/Speakers' Bureau (room DHL-1B 162, ext. 3.7710, e-mail: unitg@un.org) arranges briefings by United Nations officials at Headquarters for visiting groups, as well as speaking engagements throughout the United States and Canada, for educational institutions, business associations, government representatives, journalists and civil society groups.

Public Inquiries (counter in Visitors Centre, DHL-1B, ext. 3.4475, e-mail: inquiries2@un.org) provides information about the United Nations and its activities in response to queries from the public and distributes information materials. Topical fact sheets and answers to frequently asked questions (FAQs) can be accessed at http://visit.un.org.

Reham Al-Farra Memorial Journalists' Fellowship Programme
Programme Coordinator
Mr. Zvi Muskal
E-mail: muskal@un.org
Ext.: 7.5142
Website: www.un.org/en/media/fellowship/

Dag Hammarskjöld Library
Corner of 42nd Street and First Avenue, Reading room L-105
Open Monday to Friday
9 a.m.-5.30 p.m. (January-August)
9 a.m.-6 p.m. (September-December)
Website: http://www.un.org/Depts/dhl/
E-mail: Library-NY@un.org
Ext.: 3.3000
Chief
Mr. Iain Watt
Ext.: 3.7440
E-mail: watti@un.org
Room: L-0265

The Dag Hammarskjöld Library (DHL) provides research and information services to support the participation of Member States in the United Nations. This is the first priority of DHL.

Key DHL services for delegates include:

1. Fast, precise and customized information research services delivering authoritative, concise and ready-to-use products.
2. Reputable commercial and academic intelligence sources, online, free of charge, available 24/7.

3. Critical databases on United Nations business, including "Member States on the Record", with links to the United Nations history of each Member State, a voting database for all adopted resolutions and an index to speeches.
4. Information research products focused on key United Nations issues for Member States.
5. Training in United Nations-related research for delegates and Mission staff.

DHL services are professional, fast and easy to use. In addition, a one-stop service desk offers a first response within an hour. Questions can be submitted at ask.un.org or e-mailed to Library-NY@un.org. The desk can also be contacted at ext. 3.3000.

Service can normally be offered in all official languages (NB: not always on first contact).

A personalized introduction to relevant DHL services is available to delegations and Permanent Missions (the Library can visit the Permanent Mission or delegates can be received in the Library). Additional customized services can be developed following the initial presentation. DHL welcomes comments and suggestions from delegates for new or improved services.

The DHL reading room (L-105) offers a quiet space where delegates can browse, research and reflect. Professional research support is available. Online, there is an easy-to-use website where delegates can search and discover the services and resources of the Library: http://www.un.org/Depts/dhl.

In addition to high-quality online information, DHL maintains a paper collection that includes documents in all official languages from the earliest days of the United Nations and the publications that analyse its work and the wider world in which it operates. The

Library also has documents and publications of the League of Nations. While most United Nations documents since 1993 are available digitally, many millions of documents remain in paper form only and are safeguarded by DHL. DHL is progressively digitizing this corporate memory of the United Nations. If delegates need particular paper documents for current work, they may be digitized on demand.

The Library coordinates a network of 365 United Nations depository libraries in 135 Member States and territories.

V. Facilities and services for delegations

United Nations Headquarters has recently undergone extensive renovations, known as the capital master plan (CMP). Certain facilities and services formerly provided to delegates remain unavailable or have been temporarily relocated to alternate spaces on the compound or in the vicinity of United Nations Headquarters, including:

Postal services
Banking facilities
Gift store
Bookstore
Hospitality services

Travel entitlements for delegations of the least developed countries attending the sessions of the General Assembly

In accordance with General Assembly resolution 1798 (XVII), as amended by resolutions 2128 (XX), 2245 (XXI), 2489 (XXIII), 2491 (XXIX), 41/176, 41/213, 42/214, section VI of 42/225, section IX of 43/217 and section XIII of 45/248, the United Nations shall pay the travel, but not subsistence expenses, in the following cases:

(a) For not more than five representatives, including alternate representatives, of each Member State designated as a least developed country attending a regular session of the General Assembly;

(b) For one representative or alternate representative of the Member States referred to in subparagraph (a) above attending a special or special emergency session of the General Assembly;

(c) For the travel of a member of a Permanent Mission in New York who is designated as a representative or alternate representative to a session of the General Assembly, provided that such travel is within the limits noted in subparagraphs (a) and (b) above, that it is certified by a permanent representative to be in connection with the work of the particular session and that it take place either during or within three months before or after such a session. The entitlement in respect of a session shall not be increased by reason of the recessing and resuming of that session.

Payment by the United Nations of travel expenses will be limited to the cost of journeys actually undertaken.

If requested, the United Nations can arrange transportation, wherever possible, between the capital city of a Member State and United Nations Headquarters; for this purpose, delegations should send a "note verbale" indicating the following information:

- Reference to the General Assembly session for which the representative is travelling
- Full name of traveller, as stated in the national passport (preferably with scanned copies of the relevant passport page)
- Date of birth (dd/mm/yyyy)
- Dates of arrival to and departure from United Nations Headquarters
- Contact information of representative (telephone, fax and e-mail address)
- Contact information in New York (telephone, fax and e-mail address).

When travel is not arranged through the United Nations, reimbursement is limited to the cost of round-trip travel, by the most direct route, between the capital city of the Member State to United Nations Headquarters, for a maximum of one first-class ticket

for the head of delegation and four tickets in the class immediately below first class for journeys exceeding 9 hours' duration by air or four tickets at the least costly economy airfare for journeys under 9 hours' duration by air for other members of the delegation accredited to the respective session of the General Assembly.

When travel by sea or rail is involved for all or part of the journey, reimbursement shall be limited to the cost of air travel as specified above, unless the actual cost is less.

Delegations entitled to reimbursement of transportation costs, in accordance with the provisions of the Rules Governing Payment of Travel Expenses and Subsistence Allowance in Respect of Organs or Subsidiary Organs of the United Nations (ST/SGB/107/Rev.6 of 25 March 1991), may submit claims on form F-56 (Reimbursement voucher for official travel of representatives of Member States). Such claims must be accompanied by original proof of payment/receipts (invoices not containing confirmation and form of payment will not be accepted), used ticket stubs or copy of itinerary showing e-ticket number(s) and boarding passes. *In accordance with a directive from the United Nations Accounts Division, all payments to Member States will be made via electronic funds transfer (EFT). Therefore, the bank account information of the Permanent Mission should also be included when the F-56 claim is submitted. Please note that reimbursements cannot be provided in cash and that travellers cannot be reimbursed directly.* The United Nations will not be liable for any claim for reimbursement of travel expenses submitted later than 31 December of the year that follows the closing date of the session of the organ or subsidiary organs to which the claim relates.

Reimbursement claims, requests for issuance of tickets and enquiries on travel entitlements should be addressed to:

Executive Officer
Department of Management
21st floor, United Nations Secretariat
United Nations
New York, N.Y. 10017
Ext.: 3.6580
Fax: 917-367-0830

Travel services

American Express

Tel.: 1-877-418-9652. This number can be used after hours and for calls from within the United States of America. Press 1 when prompted.

FF Building, second floor
304 East 45th Street (between First and Second Avenues)
Open from 8.30 a.m. to 6 p.m.
Emergency calls from outside the United States of America may be made collect: 336-291-1394 (operator assisted) or direct 001-313-317-3657. Callers must mention SK32 in order to proceed with call.

For official travel organized and paid for by the United Nations, the official travel agency of the United Nations in New York will assist delegations, to the extent possible, in making travel arrangements, ticketing and hotel reservations.

Delegates' Lounge

Conference Building (second floor)

From the first day of the sixty-ninth session of the General Assembly (i.e. 16 September 2014) until its

December 2014 recess, members of delegations are asked not to invite to the Delegates' Lounge persons other than those holding valid United Nations identification.

Delegates' quiet room

Conference Building
(second floor adjacent to the Security Council area)

Dining room and cafeteria facilities

Delegates' Dining Room

Conference Building, fourth floor
Ext.: 7.3314

The executive buffet at the Delegates' Dining Room is open from 15 September to 19 December 2014, Monday to Friday, 11.30 a.m. to 2.30 p.m.

Private luncheons: Separate dining rooms may be available for parties of 10 guests or more. To ensure availability of these facilities, delegation members are requested to make reservations two weeks in advance. Arrangements and menus should be coordinated with the United Nations Catering Service (ext. 3.7029 or 3.7099).

Children under 10 years of age cannot be accommodated in the Delegates' Dining Room. Patrons are not permitted to take photographs. Proper attire is required at all times.

Receptions or functions: Delegates wishing to hold evening receptions or functions at Headquarters should make the necessary arrangements through the United Nations Catering Service (ext. 3.7029 or 3.7099).

When formal invitations are to be sent out, all arrangements should be made as far as possible in

advance of the function. Invitation cards should stipulate that guests are required to present their cards at the Visitors' Entrance and then to pass through a magnetometer. Guests will also be required to present their invitation cards at the entrance to the reception room. A list of the guests and a sample invitation should be submitted via e-mail to Lieutenant Malinda McCormack, mccormackm@un.org, and the Security Planning Unit (security_service_coordinator@un.org), well in advance of the reception.

Main cafeteria

Secretariat Building (first floor, South Annex)
Open from 8 a.m. to 4 p.m., Monday to Friday
Closed on Saturdays and Sundays
Breakfast: 8 a.m. to 10 a.m./Lunch: 11.30 a.m. to 2.30 p.m.
Snacks/coffee: during opening hours

The menu includes daily specials, pasta, deli sandwiches, salad bar and dishes from the grill.

Visitors' Coffee Shop — Reopening date to be determined

Visitors' Concourse, first basement, GA Lobby
Will open in the Fall, from 9 a.m. to 5 p.m.
Monday to Saturday

Café Austria — Reopening date to be determined

GA Building, first basement conference area
Will open in the Fall, from 8 a.m. to 6 p.m.
Monday to Friday

North Delegates' Lounge Bar and Food Service

Conference Building, second floor
Open from 10 a.m. to 8 p.m., Monday to Thursday and from 10 a.m. to 10 p.m. on Friday

Vending machines

Available at the following locations:
North Lawn Building
Library Neck, DHL Building
Conference Building, first floor

Delegates' guests: Admission of non-United Nations guests, during and after the general debate period

Access to the United Nations by visitors and guests during the period of the high-level meetings and general debate is restricted, but they are welcome back on 2 October 2014.

Guests accompanying a delegate during working hours from 9 a.m. to 5 p.m. after the general debate will be directed as follows:

(a) Proceed to the Visitors' Entrance located at 46th Street and pass through a security screening area; thereafter, admission into the General Assembly or North Lawn Buildings can be obtained upon the issuance of proper United Nations credentials at the Information Desk located inside the General Assembly lobby;

(b) Deposit a valid piece of identification with photo at the Visitors' Lobby, to be retrieved prior to the individual's departure from the premises;

(c) Staff on duty at the Visitors' Desk will make arrangements for contacting the delegate upon

the visitor's arrival. The unaccompanied guests or visitors will receive a guest pass, which must be worn at all times. Additionally, they will need to be accompanied by the member of the delegation while inside the premises. Upon the conclusion of the visit, the member of the delegation is required to escort the visitor back to the Information Desk to exchange the guest pass for the official documentation that was retained.

Traffic in the Secretariat Circle and through the 43rd Street gate

The very limited operating space of the Secretariat Circle and delegates' roadway areas requires strict controls on access to these areas, in order to facilitate safety and to avoid undue obstructions and delays of vehicles of delegates and other high-level Government officials and motorcades. Vehicular access to the premises through the gate at First Avenue and 43rd Street will continue to be restricted to:

- Mission vehicles conveying Permanent Representatives, Deputy Permanent Representatives, Heads of Delegation for Observers to the United Nations and VIPs from national Governments accredited by Protocol
- Mission vehicles with visiting senior officials of national Governments who have made arrangements with the Security and Safety Service, Security Events Planning Unit, telephone no. 212-963-7028
- Host country law enforcement escorted motorcades
- Other special category vehicles authorized by the Security and Safety Service.

Depending on meeting schedules and traffic patterns during the high-level session from 22 to 26 September

2014, vehicles may periodically be restricted from entering the Secretariat Circle from the garage to exit the premises via the 45th or 43rd Street gates. The regular traffic pattern permitting authorized vehicles to exit the Secretariat Circle through the 45th Street gate from 9 a.m. to 7 p.m. on weekdays will resume on Monday, 29 September 2014.

General information

1. In the interest of ensuring the safety of all concerned, members of delegations, staff members, accredited members of non-governmental organizations, the press and affiliates will no doubt appreciate the importance of maintaining the integrity of the United Nations IDs that are issued because of the access they allow.

2. Members of delegations, as with every other authorized pass holder, are reminded that their United Nations-issued IDs are solely for the use of the bearer to whom it is issued and that it should not be transferred or given to any other person to use. United Nations IDs found to be used in any manner other than for which they were intended will be confiscated by Security. Staff members, members of delegations and other persons who are entitled to access the premises will be admitted to Headquarters only upon presentation of valid United Nations identification cards. All persons holding such cards are reminded that, in accordance with Secretary-General's bulletin ST/SGB/259 of 2 July 1993, identification cards must be worn at all times in a clearly visible manner while on the premises. It is each card holder's responsibility to ensure that cards are current.

Photocopier for delegates' use

There are photocopiers for delegates' use in the following locations: Room: 01033 (Suites A, B, C, D) in the North Lawn Building.

Sound reinforcement systems

Broadcast and Conference Support Section

E-mail: request-for-services@un.org
Room: CB-1B-79
Ext.: 3.9485

Written requests for sound reinforcement systems (microphones, amplifiers, loudspeakers, etc.) should be sent to the above address.

Audiovisual recordings

Broadcast and Conference Support Section
E-mail: request-for-services@un.org
Room: CB-1B-79
Ext.: 3.9485

This Section maintains audiovisual recordings of the proceedings of all plenary meetings, major commissions and committees.

A single copy of audiovisual recordings is available except for closed meetings. Written justification for copies of the recording of closed meetings may be made by the Chair or Secretary and addressed to the Chief of the Section. *Orders are accepted at the above address.*

Video projection

Broadcast and Conference Support Section
E-mail: request-for-services@un.org
Room: CB-1B-79
Ext.: 3.9485

Multimedia playout can be provided on a first-come, first-served basis. Owing to the limited amount of equipment available, advance notice of one business day is required. Written requests should be directed to the above address.

Teleprompter

Broadcast and Conference Support Section
E-mail: request-for-services@un.org
Room: CB-1B-79
Ext.: 3.9485

Teleprompter support can be provided to all delegations during the general debate in the GA Hall. Please provide finalized scripts in file form in advance.

Videoconferencing

Broadcast and Conference Support Section
E-mail: request-for-services@un.org
Room: CB-1B-79
Ext.: 3.9485

Videoconferencing is possible from established conference rooms and meeting rooms at United Nations Headquarters. Written requests are required for this service.

Mail and messenger services

The Mail Operations Unit provides the following services to delegations:

(a) Distributes official correspondence from the delegations intended for Secretariat internal office distribution. Delegations are requested to bring the mail to Post 6 X-ray between 11 a.m. and 1 p.m.;

(b) Processes United Nations Secretariat mail addressed to delegations. Delegations are requested to pick up their mail from the *Delegation Mail Pickup location, GA-3B-710, telephone 212-963-0075 between 7 a.m. and 5 p.m.*;

(c) Provides messenger services during the main session of the General Assembly meeting period. Service is confined to the area within the conference rooms and the General Assembly Hall area. *Location: Delegates' Entrance, telephone 212-963-8902.*

Information and Communications Technology (ICT) services

The Office of Information and Communications Technology (OICT) provides the following services to delegations:

1. **Internet e-mail**: Each Permanent Mission may obtain an unlimited number of Internet e-mail accounts from OICT in the domain un.int.
2. **Member States portal ("deleGATE")**: In partnership with DPI, OICT provides access to a Member States portal called "deleGATE: iSeek for Member States" (www.un.int) that consolidates all information relevant to delegates in New York.
3. **Website service**: OICT hosts websites for Permanent Missions on www.un.int.

4. **Donation of equipment**: OICT donates recycled computer equipment to interested Missions.
5. **Help Desk support**: OICT provides a telephone number (212-963-3333) for assistance with OICT services from 8 a.m. to 6.30 p.m. on normal United Nations workdays.
6. **Computers with Internet access**: OICT provides computers with Internet access in the Delegates' Lounge and in the Secretariat first basement.
7. **Wireless Internet access**. OICT provides wireless Internet access (WiFi) in most public areas and conference rooms.

Telephone services

Delegates can make local calls using booths or telephones located in the Delegates' Lounge by first dialling "9" and then the 10-digit telephone number.

Main number

- The main number for the United Nations is 212-963-1234. An operator responds to the main number between 8 a.m. and 6.30 p.m. on normal United Nations workdays. At all other times, calls are transferred to an automated response system, which allows callers to connect to United Nations Security. In both cases, outside callers are transferred to the person or extension requested.

Operator

- Between 8 a.m. and 6.30 p.m. on normal United Nations workdays, the Secretariat operator can be reached by dialing "0" from Secretariat extensions. The operator will then connect the call to the requested person or extension.

United Nations Staff and Services

- United Nations Secretariat staff and services have telephone numbers that begin with 212-963-XXXX or 917-367-XXXX. If a caller is within the United Nations Secretariat buildings, these numbers can be reached by dialing the last 5 digits of the number (e.g. 3.XXXX or 7.XXXX, respectively).
- Note that extensions for Funds and Programmes differ from the United Nations Secretariat and are accessible from Secretariat extension as follows:
  - UNDP: Dial access code "4", and then dial the four-digit extension in UNDP.
  - UNICEF: Dial access code "5", and then dial the four-digit extension in UNICEF.
  - UNFPA: Dial access code "63", and then dial"1" followed by the four-digit extension in UNFPA.

For more information on the services listed above, please contact the *Missions Support Help Desk at 212-963-3333 or by e-mail at missions-support@un.int.*

Delegates' Lounge Information Desk

- To reach the Delegates' Lounge Information Desk, dial 212-963-8902 or 212-963-8741.
- Incoming calls to the Delegates' Lounge are answered by the Information Desk and delegates are paged on the loudspeaker system.

United Nations Postal Administration

Dag Hammarskjöld Library, 1B level
Ext.: 3.7698
Open from 9 a.m. to 5 p.m. Monday to Friday and on weekends from 10 a.m. to 5 p.m.
Closed on weekends during January and February

Postage and Philatelic Sales Counter

United Nations stamps may be purchased for both postage and philatelic purposes at the United Nations Postal Administration sales counter. Facilities for posting mail are available at this counter.

The Philatelic Office
Dag Hammarskjöld Library, L-201
Ext.: 3.7698

Services mail orders for stamps and other philatelic items. United Nations stamps are issued in three currencies, namely, United States dollars, Swiss francs and euros and are valid for mailing only from United Nations Headquarters, New York, the Palais des Nations, Geneva, and the Vienna International Centre, respectively.

Personalized Stamp Shop

Open from 9 a.m. to 5 p.m. Monday to Friday and on weekends from 10 a.m. to 5 p.m.
Closed on weekends in January and February

The United Nations personalized stamps programme allows you to combine your own photo image together with a United Nations postage stamp. Available in sheets of 10 stamps.

Post Office: Sub-branch of the United States Postal Service

The United States Postal Service operates retail facilities in the vicinity of United Nations Headquarters in Tudor City and at the corner of 47th Street and 2nd Avenue.

The Post Office at Grand Central Station (45th Street and Lexington Avenue) is also available for specialized postal services, such as certified mail.

After the reopening of the General Assembly Building visitors' area in GA 1B, the United Nations Postal Administration (UNPA) will operate in the first basement of the Dag Hammarskjöld Library for the purchase of United Nations stamps, postcards and mailing of basic domestic and international letter mail (with UNPA stamps only). No specialized postal services are available at the UNPA counter.

Parking

The information provided below with regard to access arrangements and reserved area parking is subject to change due to construction. All users will be notified of any changes via broadcast e-mails from the United Nations.

Garage Administration

UNITAR Building
Room: U-210
Ext.: 3.6212 and 3.6213

The Garage Administration will schedule delegations to apply for and pick up parking decals.

- *Decals of vehicles registered to the individual delegates*: Applications attaching a valid vehicle registration and current United Nations identification should be submitted to the Protocol and Liaison Service (room S-0201, telephone: 212-963-7172). After certification by the Protocol and Liaison Service, the application should be hand carried to the Garage Administration for processing. Only one decal will be issued per

delegate for use on a vehicle with "D" plates. Although multiple vehicles may be listed, only one vehicle may be allowed to park at any given time. Decals will be issued only to members of delegations duly accredited to the United Nations.

- *Vehicles registered to the Mission*: Applications with an authorized Mission signature accompanied by the Mission seal, attaching the valid vehicle registration, should be submitted directly to the Garage Administration office for processing. Only one special decal will be issued per Mission for the vehicle of the Permanent Representative allowing entry at the 43rd Street gate. Any changes in vehicle usage must be reflected on the respective decals and as such should be brought to the Garage Administration for processing.
- *Decals from observer State missions, intergovernmental and other organizations listed in chapters III, IV and V of the "Blue Book"*: Applications must be submitted to the Protocol and Liaison Service and thereafter to the Garage Administration for appropriate action. The issuance of parking decals to observer State missions and intergovernmental and other organizations will be limited to persons enjoying diplomatic status.
- *Vehicles with "S" plates registered in the name of Mission staff*: These vehicles will not be authorized to park in the United Nations compound.
- *Temporary identification decal (pink) for the sixty-ninth session of the General Assembly*: Permanent Missions may apply for a temporary identification decal to admit vehicles rented from established and bona fide companies for use by accredited delegates, visiting dignitaries and diplomats officially attending meetings during the session. Entry for these decals is at the 43rd Street gate for drop-off/pick-up only, with no parking privileges. Application forms may be obtained from the Garage Administration office and thereafter

submitted with a copy of the rental agreement to the Security Special Services Unit (room NL-2074) for clearance prior to submission to the Garage Administration for issuance.

Parking decals must be displayed prominently and be clearly visible to Security Officers and Garage Administration staff at entry points and while the vehicles are on the premises. Vehicles not having valid decals will not be allowed entry into the United Nations Garage. Vehicles not displaying a valid decal are liable to be towed off the premises.

Prior to the issuance of decals for the new General Assembly session, all previously issued decals to delegations must be returned to the Garage Administration office. Also, decals belonging to delegates who are departing from Headquarters must be returned to the Garage Administration office prior to their departure. Any changes in vehicle usage must be reflected on the respective decals and as such should be brought to the Garage Administration for processing.

In accordance with section II of General Assembly resolution 39/236, parking privileges of delegates whose parking fees are in arrears for more than three months will be suspended. Privileges will be restored once the arrears have been paid in full. Prior to a delegate's departure, he/she should contact the Garage Administration office in order to settle any outstanding dues.

Delegation cars with United Nations diplomatic plates and identification decals valid for the current session of the General Assembly: these cars may park on the first level and designated area of the southern end of the second level, aisles A, B, C and half of D in the United Nations Garage without charge while representatives are on official business. The capital master plan renovation project at Headquarters has affected the garage space; therefore you are kindly requested to ensure that all designated diplomatic

parking areas are filled to capacity prior to parking elsewhere. It should also be noted that during the sixty-ninth session of the General Assembly, congestion is expected and, where possible, alternate modes of transport should be considered. If not, additional delays on entry should be expected.

Overnight parking is not permitted. Exemptions for a limited number of Mission registered vehicles will be authorized upon written request by the Mission to the Garage Administration. The overnight fee is $2.50 per night. Invoices for this service are sent to the Mission shortly after the end of every month. These invoices are due upon receipt and should be settled by cash or cheque payable to the "United Nations" forwarding payments to the United Nations Garage Administration, 801 United Nations Plaza, room U-210, New York, N.Y. 10017. Please be aware that unauthorized vehicles left over a 24-hour period in the United Nations Garage will be issued violations. Three violations will dictate revocation of parking privileges.

Entrance to the grounds

Secretariat entrance on First Avenue:

(a) Vehicle of the Permanent Representative, identified by a special sticker. All occupants riding in the car will be required to display valid United Nations identification cards;

(b) Rented vehicles which have been issued special decals, which permit *drop-off/pick-up only*. Such vehicles will not be permitted to park on United Nations premises.

48th Street entrance: for all other vehicles bearing a decal. Delegation vehicles entering the premises are subject to a security check.

Access to the garage

Chauffeur-driven cars identified by special stickers issued to Permanent Representatives may use the ramp at the 43rd Street entrance for access to the garage.

Chauffeurs may remain in the temporary ready room, located in the second garage level, while on call by delegates.

Liability for loss and damages

In arranging for parking facilities to be available, the United Nations seeks to accommodate delegations. Garage users are warned that incidents of theft and vandalism have occurred inside the garage, as it is not possible to have all vehicles under surveillance all the time. The United Nations does not ensure the safety of vehicles or property left in the garage, and users acknowledge and accept that the United Nations cannot guarantee the safety of any vehicles, or property inside them, left in the garage.

Local transportation

The United Nations does not provide cars for delegations. It is suggested that delegations requiring local transportation make their own arrangements.

United Nations Institute for Training and Research

UNITAR, Geneva
Palais des Nations
1211 Geneva 10
Switzerland
Website: www.unitar.org

UNITAR New York Office
Head of Office: Ms. Yvonne Lodico
1 United Nations Plaza
Room: DC1-603
Tel.: 212-963-9196
Fax: 212-963-9686
E-mail: info@unitarny.org
Website: www.unitar.org/ny

The Institute began operating in 1966, with activities primarily supporting the training of diplomats accredited to the United Nations in New York.

The Institute was established "for the purpose of enhancing the effectiveness of the United Nations in achieving the major objectives of the Organization" through extensive training and research (UNITAR statute). Operating as an autonomous body within the United Nations system, the Institute has become a leading provider of short-term executive training to national and local government officials of Member States and representatives of civil society and the private sector, and reaches out yearly to some 25,000 beneficiaries around the world.

At the United Nations in New York, UNITAR provides multilateral diplomacy training to assist delegates to perform effectively in the United Nations as well as engage in contemporary global challenges. Offered throughout the year, courses are concise, accessible and directly relevant to a delegate's workload at the United Nations. They focus, inter alia, on the United Nations system and its functioning, international law and policy, peace and security, migration, negotiations, United Nations reform and sustainable development. Some courses are available online; most are offered through face-to-face learning. Most courses are fee-based, though fee waivers are available for developing and least developed countries. The annual course calendar is available on www.unitar.org/ny.

The Institute is supported by voluntary contributions from governments, intergovernmental organizations, foundations, and other non-governmental sources.

United Nations International School (UNIS)

Main campus location
25th Street and the East River (Manhattan)

Auxiliary facility location
173-53 Croydon Road, Jamaica Estates (Queens)

Office of the Special Representative of the Secretary-General for UNIS
Assistant Secretary-General Michael Adlerstein
Room: DC1-0646
Tel.: 212-963-8729
E-mail: adlerstein@un.org.

Founded in 1947 under the auspices of the United Nations, the United Nations International School (UNIS) primarily serves the children of United Nations staff and delegation personnel. The School also enrols a limited number of children from outside the United Nations community, for a balanced educational exposure for all.

Main campus: grades kindergarten through high school graduation (International Baccalaureate Degree).

Auxiliary facility: grades kindergarten through eighth.

English is the normal language of instruction, but all students learn French or Spanish as well, with the other official United Nations languages and German, Italian and Japanese within the curriculum. Mother tongue instruction is also offered when requested. The very multiplicity of languages spoken by the

international faculty and students provides a rich cultural opportunity. Great emphasis is placed on the teaching of science in ways that are effective for students of high ability who have not yet achieved fluency in English.

The scholastic standards are high. The High School is one of the few institutions of learning in the New York area that offers the International Baccalaureate Degree, which qualifies the recipient to attend colleges in the United States and abroad. The School is chartered by the New York State Board of Regents as a private school, is accredited by the Council of International Schools and recognized by the French Government for francophone students in grades 2 through 5.

Manhattan tours

Frequently scheduled and given by appointment.
Website: www.unis.org

Department of Admissions
Tel.: 212-584-3071
Fax: 212-685-5023
E-mail: admissions@unis.org

Queens tours
Arranged by calling.
Tel.: 718-658-6166
Fax: 718-658-5742.

Additional information, application forms and brochures are available in room DC1-0646 or call 212-963-8729, fax: 212-963-1276 or e-mail: adlerstein@un.org.

City liaison

Commissioner
Marjorie B. Tiven
Deputy Commissioner
Bradford E. Billet

Office of the Mayor
New York City Commission for the United Nations
Consular Corps and Protocol
Two United Nations Plaza (DC2), 27th floor,
New York, NY 10017
Tel.: 212-319-9300
Fax: 212-319-3430.

New York City greatly values its status of having the largest diplomatic and consular community in the world. The Commission serves as the City's primary liaison between the City of New York and the United Nations, 193 Permanent Missions and 112 Consulates. As an integral part of the Mayor's Office, the Commission facilitates positive relations among members of the international community, local, state and federal governments, and New Yorkers. It is comprised of the following divisions:

- *Diplomatic and Consular Affairs* serves as the conduit for the diplomatic and consular community to the respective City agencies able to assist in resolving issues encountered while in residence in New York City. These include legal enquiries related to consumer affairs, real estate, taxation, commercial transactions and legal procedure, as well as general information assistance on questions pertaining to life in New York City. This division also manages the Diplomatic Parking Programme.
- *Protocol* extends hospitality due to Heads of State/Government, distinguished visitors and other dignitaries. This office serves as a liaison between

dignitaries and the Mayor with respect to requests for meetings and invitations to events.

- *International Business* assists foreign businesses in establishing operations in New York City by coordinating interaction with all city, state and federal agencies. Services provided include assistance in accessing appropriate bank institutions, real estate providers, construction companies and insurance entities.
- *New York City Global Partners, Inc.* is a tax-exempt non-profit organization co-located with the Commission. Its function is to promote international understanding through business, security and cultural exchanges between the City of New York and selected cities throughout the world.

Hospitality

Hospitality Committee for United Nations Delegations, Inc.
Room: NL-01033
Ext.: 3.8753

The Committee is a private self-supporting and non-political organization devoted to helping delegates and their families feel welcome in New York and the surrounding area. Volunteers arrange programmes in American homes and visits to such places of interest as museums, schools, hospitals, courts, private art collections and other institutions. Complimentary tickets to cultural and civic events are often available.

The Committee also offers day courses at its English Language School. The programmes are open to the diplomatic corps associated with the United Nations. Two sessions are held in the fall and spring. Advanced English conversation, writing and film discussions are also offered.

Information about these activities may also be obtained from our monthly calendar posted on www.hcund.org.

Banking facilities

The United Nations Federal Credit Union (UNFCU) is a not-for-profit cooperative financial institution owned since 1947 by members, who are the staff of the United Nations, its specialized agencies, retirees and their families. UNFCU offers a broad array of financial solutions and consultative services. These include Internet banking, eStatements, eWires, WebChat, 24/7 telephone banking, insurance, investments, mortgage and consumer lending products.

Additional information can be found at **www.unfcu.org** or at one of the New York branches or representative offices located in Vienna, Geneva, Nairobi and Rome. Speak with a member service representative by telephone at 347-686-6000 or contact UNFCU using WebChat at www.unfcu.org. You can also e-mail UNFCU at email@unfcu.com. To follow UNFCU, please visit us at unfcu.org/facebook.

UNFCU branches in New York City and UNFCU ATM locations:

- Two UN Plaza, 3rd floor (E. 44th Street, between First and Second Avenue) New York, NY
- North Lawn: North Lawn Building, beside Secretariat Visitors' Entrance, first and second floors, New York, NY 10017
- Secre'ariat Building, Gift Centre (first basement level) and Cafeteria Entrance, main floor, New York, NY 10017 (ATM only)
- 820 Second Avenue, street level, New York, NY (ATM only)

- United Nations International School: 24-50 FDR Drive, at 25th Street, first floor, New York, NY 10010
- UNFCU Headquarters: 24-01 44th Road, Long Island City, NY 11101-4605.

Chase Bank

The J. P. Morgan Chase Bank maintains several locations in the United Nations vicinity with one primary location dedicated to United Nations staff and diplomats:

One United Nations Plaza (street level)
First Avenue and 44th Street
Hours: 8 a.m. to 6 p.m. Monday to Friday
Tel.: 212-740-7093

Vestibule with four deposit-friendly ATMs available 24 hours

Deposit-friendly ATM services in Chinese, English, French, Greek, Italian, Korean, Polish, Portuguese, Russian and Spanish. Chase ATM cards access 150,000 network locations, NYCE®, MAC®, Plus®, Cirrus®, Pulse®, MasterCard®/Visa® cash machines, throughout the United States, Canada and worldwide for cash withdrawals and balance enquiries.

United Nations Visitors' Centre

The Visitors' Centre, the UN Bookshop, Gift Centre, UN Stamps, sales counters of the Women's Guild (WG) and the World Federation of United Nations Associations (WFUNA), as well as exhibits space, the public enquiries counter, and the offices of Visitors' Services (see above), are located in the 1B level of the Dag Hammarskjöld Library (DHL-1B)

during the CMP-related closure of the General Assembly building.

The Centre is open to staff and delegates Monday to Friday from 9 a.m. to 5.30 p.m.

Due to security restrictions, the Centre is open to the public only as part of a guided tour. There is no general public access.

United Nations Bookshop

Visitors' Centre DHL-1B
Tel.: 212-963-7680
Fax: 212-963-4910
E-mail: bookshop@un.org
Monday to Friday from 9 a.m. to 5.30 p.m.
Currently closed on weekends.

- Publications (United Nations and specialized agencies)
- Books
- Souvenirs
- Assorted cards
- Children's items
- Music
- Travel guides
- Posters
- Stationery items

Delegates qualify for a 25 per cent discount on United Nations publications and a 10 per cent discount on all other items over $3. Orders can also be placed online at: www.un.org/bookshop.

Sale of publications
E-mail: publications@un.org
Website: www.un.org/publications

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United Nations Gift Centre

Visitors' Centre DHL-1B
Monday to Friday from 9 a.m. to 5.30 p.m.
Currently closed on weekends.

- Objets d'art
- International handicrafts and jewellery
- United Nations and New York souvenirs
- United Nations apparel
- Flags of Member States

Twenty per cent discount for delegates on all purchases upon presentation of valid United Nations identification.

UN Stamps

Visitors' Centre DHL-1B
Monday to Friday from 9 a.m. to 5.30 p.m.
Currently closed on weekends.

- United Nations stamps and philatelic gifts
- Post Office counter
- Personalized stamps

Request for use of United Nations premises

Office of Central Support Services,
Special Events Unit
(room NL-2054, ext. 7.4254)

Sponsoring events: In the interest of ensuring the security and safety of all concerned, as well as in the light of the increasing number of requests for use of facilities, representatives of Permanent Missions are asked to use the utmost discretion to ensure that these activities are of a non-commercial nature and consistent with the principles and aims of the United Nations. Missions should note that they are responsible for the content and conduct of any event they may sponsor.

Sponsoring events on behalf of NGOs accredited with the United Nations: Especially on these occasions, representatives of Missions should bear in mind that, notwithstanding the worthiness of the purpose of the event, no substantive business such as the passage of resolutions, holding of elections, presentation of awards or solicitation of funds, nor ceremonies of any kind, may be conducted.

Director, Facilities and Commercial Services Division, Office of Central Support Services (OCSS), Department of Management (DM)

Requests for the use of the premises should be addressed to the Director of the above Division. Once approval has been obtained, a ranking member of the Mission must attend and/or preside over the meeting or event in its entirety. Any and all financial obligations arising from the meeting or event shall be the sole responsibility of the sponsoring mission.

Director, General Assembly and ECOSOC Affairs Division, DGACM

Requests for permission to use the plenary hall should be addressed to the Director of the General Assembly and ECOSOC Affairs Division, DGACM. From September to December each year, with the exception of the United Nations Day Concert, the plenary hall is used solely for the meetings of the General Assembly.

For detailed procedures for requesting the use of United Nations premises for meetings, conferences, special events and exhibits as well as criteria for the use of United Nations premises and the costs for meetings and events, insurance, etc., please see United Nations document ST/AI/416.

Facilities for the disabled

- Restrooms: (1) Conference Building on all levels; (2) in the Secretariat Building, on each floor; (3) in the General Assembly Building, on each floor.
- Elevators with operators to access the second floor of the Conference Building and all floors of the General Assembly Building.

- Ramps: The entrances to the compound at 42nd and 45th Streets are on the ground level and fully accessible.

Special ramps to access the conference room podiums are provided where required. The General Assembly Building may be reached from the Delegates' Entrance to 48th Street. There is also an entrance close to the Library and South Annex Building near 42nd Street.

Easily accessible automatic teller machines are located on the first and second floors of the North Lawn Building.

Hearing aid equipment: requests to connect to conference room audio distribution systems should be addressed to the Broadcast and Conference Support Section (BCSS), room CB-1B-79, ext. 3.9485 or 3.7453, e-mail: request-for-services@un.org. BCSS can also loan neck-worn induction loops for hearing aids equipped with a T-Switch.

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